New User Account Request

Please allow Five **(5)** days to process all new user accounts requests for employees.

* = required field

REQUESTOR INFORMATION

First Name: *

Last Name: *

Telephone#: *

E-mail: *

Office: Select One *

EMPLOYEE INFORMATION

First Name: *

Last Name: *

Title: *

Start Date: *

Office: Select One *

Location: *

Telephone #: *

Make Account Similar Existing account:

Special Instructions:

Submit Reset

New User Account Request Instruction Form

The Administrative Officer within the appropriate Regional Office fills in the Requestor Information.

Format for the Requestor is such First Name, Last Name, Telephone Number, E-mail Address, and Office from the drop-box.

The Employee Information is the New Employee's information. In the following format; First Name, Last Name, Title, Start Date, Office (Regional Office for Remote Users), Location (Mailing Address), Telephone Number, Make Account Similar Existing Account (An established user account that this user's account will mimic)

If there are any Special Instructions such as adding user to a distribution list, remote access or any other request please provide the information the dialogue box labeled Special Instructions.

When the form is completed submit the form electronically by selecting the submit button on the bottom of the form. A dialogue box will activate with three options, select Desktop Email Application, and then select Print on the next dialogue box, then select send data file. Your email application should launch with **Britto, Sean-NAD** email address in the TO address bar. Select send if all the information is a correct; if the email address is not in the address bar please add the address below. Additionally please print the form for your record. If you have, any questions contact **Sean Britto at 703-305-1605** or via email **sean.britto@usda.gov**.