Print Form

NMCI New User Account Form

NOTE: This form does not take the place of a work request. A work request must also be submitted with a Facilities Coordinator. (ORLO_PWMaintenance)

Steps for Receiving a NMCI account:

1. Following Check-In Process with HRO
2. Complete this Form and SAAR-N form (both forms should be provided by HRO if checking in at NAWCTSD Orlando)
3. Take completed forms to Information Assurance: Rafael Rivera in 2105 or Robbie Youngman in cubical 2C10O.
4. IA will take your completed SAAR-N form and sign the bottom of this form.
5. Bring this form to the Customer Service Group at 2C10A in front of the freight elevator

Employee Information

Arrival Date:_____

First:_____ **MI:**_____ **Last:**_____

Category (Select One): ☐ **Civil Service** ☐ **Contractor Company:**_____ ☐ **Military Rank/Rate:**_____

Building:_____ **Room/Cube:**_____ **Phone:**_____

Code:_____ **Job Title:**_____

Street Address, City, State (if not located in Orlando):_____

Have you had a @navy.mil account before? ☐ **Yes** ☐ **No** **If yes, what was it:** _____

Supervisor Information

Name:_____ **Email:**_____

Phone:_____ **Code:**_____ **Job Title:**_____

Computer Requirements (Select One): Computer already in location ☐

-or-

No Computer at location ☐

Notes(if computer already in location was checked above, please provide the asset tag of computer):

Information Assurance Approval (For IA Use Only)

SAAR-N Form has been completely filled out and signed. User is approved to have an NMCI account.

Information Assurance Officer Signature:_____ **Date:** _____

A NMCI account can only be created after this form is fully completed and IA has authorized the account by signing the bottom of this form. If the IA signature has not been obtained the user will not be granted NMCI access until IA has signed the form