



Delaware Health and Social Services
Division of Management Services

Information Resource Management
Biggs Data Center
1901 N. DuPont Highway
New Castle, DE 19720
302-255- 9150 Fax 302-661-7213

Biggs Data Center
User Authorization Form

Transferring From: Transferring To:
Department: Department:
Division: Division:
Unit/Section: Unit/Section:
Employee Type: State Non-State FTE Contractor

User Add User Delete User Update Temporary Access Only

Logon ID: Effective Date:

Last Name
Title
Requester's E-mail
Supv's Name (Printed)
Company Name

First Name
Location w/Rm #
Phone #
Fax #
Birthday

Client Server Applications

Mainframe Applications

Access Resources

Grid of application checkboxes including OMS, MCI-SI, PMTS, CMS, HRMS/LT/TAS, KRONOS, CATS, Inventory, Helpdesk, EBT, TSO, DPH, LIMS, EDIN, ICAT, CHCIS, NSP (MSDS Web), ISIS, Ryan White, DSSC, CAPS, AAF, OCME, MES, Laboratory, DSAMH, Datamart, CIM, PMIS, SBI, Pharmacy, DMS, ACAMS, DOLARS, ADL, Appl Tracking, Court Cost, OAS, RPTS, ADL/MDS, Sched Optimizer, DDDS, Client Registry, DLTCRP, IRC, AAR, CBC, LCS, FAC.

Grid of mainframe application checkboxes including Vital Statistics, VacAttack, WIC, DACSES, E&T, DCIS, DCIS II, MMIS, CCMIS, ATLANTES, TAP/LTC, OTHER, SSL VPN.

Grid of access resource checkboxes including State Domain, Citrix Secured Gateway/Application Domain, Access to MSDS web application - production only, SFTP/Application Domain, Fleet Services, Employee Badge, Supercard, Blackberry, Air Card #, Cell Phone #, Pager #, 800 # Authorization.

Dover (Additional Forms Required)
DFMS DOLP MTRV
JICP DTI NET PHRST
DELJIS DTI VPN CORP
MMIS
Clerk Name Update #
DB2 Inquiry
CCMIS CHCIS WIC
DCIS II ACSES

IP Address of Destination:
Desired Protocol & Port:
Home Address:
Home Phone #:
Purser Signature:

EMPLOYEE STATEMENT: I Certify that I will not access, use, or disclose any information available or acquired from the Department of Health and Social Services systems, except for purposes directly related to my job responsibilities. I have read and agree to adhere to the State Network Acceptable Use Policy, the DHSS Policy Memoranda Number 03 (E-mail), Number 05 (Confidentiality Agreement), and Number 10 (Internet). I have signed and understand the Biggs Data Center Non-Disclosure Agreement. A copy of the signed agreement is attached.

Employee Signature: Date: ACFM Admin: Date:

Supervisor Signature: Date: Implemented by: Date: