

REQUEST FOR BLMS/EDMS USER ACCOUNT - instructions after the form

PURPOSE: To request a BLMS and EDMS user account.

DISCLOSURE: Mandatory. Failure to provide this information could result in the applicant not being able to receive an account.

DoD REQUESTOR - COMPLETE SECTION A - GENERAL INFORMATION
ROUTING: SEND TO usarmy.detrick.medcom-usarmmc.mbx.eit-pmo-help-desk@health.mil

SECTION A - GENERAL INFORMATION (To be completed by the Requestor)

1. TYPE OF ACCOUNT REQUESTED: BLMS EDMS
2. USER INFORMATION:
2a. Rank/Title: 2b. Full Name (First MI Last):
2c. Status: Military Civilian Student Contractor Foreign National
2d. Street Address:
2f. Organization: 2g. Company:
2h. Office Symbol: 2i. Bldg No/Room No: 2j. Phone:
3. EFFECTIVE DATE OF REQUEST: (YYYYMMDD) **4. PRIMARY WORK EMAIL** (i.e. "@health.mil"):

5. REQUESTOR SIGNATURE BLOCK 5a. Requestor Digital Signature: 5b. Date Signed: (YYYYMMDD)

SECTION B – ACCESS APPROVALS (To be filled out by the Knowledge Manager)

1. BLMS USERS ONLY (MANDATORY FOR BLMS)
1a. Organization (i.e. MOMRP, MIDRP, WRAIR):
1b. BLMS Permissions*: (See page 2 for roles descriptions)
MRDC BLMS Progress Report Tool:

OPART Reviewer	PL/PI (and alternate)	PAD Reviewer	CAM Reviewer	PAM Reviewer			
Lab Reviewer 1	Lab Reviewer 2						
MRDC BLMS Project Load Tool:	OBIEE MRDC Project Analytics:	EBS Project:	Read	Write	Admin		
Read/Write	Admin	Read/Write	Admin	EBS HR:	Read	Write	Admin

2. EDMS Permissions (only used for BLMS users who need an EDMS account)
2a. Links/Paths to EDMS Folder Requiring Permissions: 2b. Permissions Needed:

Guest (read) User (read/write)
User Delete (read/write/delete)

3. Knowledge Manager Approval

Section C - AUTHENTICATION (To be completed by the eIT PMO Product Support Team)

1. System: 2. Privileges: 3. Date Signed (YYYYMMDD): 4. CSA Signature:

SECTION D - APPROVAL (To be completed by USAMRDC HQ IASO)

1. IASO Printed Name: 2. IASO Signature: 3. Date Signed (YYYYMMDD)

USAMRDC HQ, SUBORDINATE COMMANDS, and ALL OTHER DoD ORGANIZATIONS Account Request Instructions for Military, DoD Civilian, and DoD Contractor Personnel

Required:

- eIT PMO Account Request Form
- DoD Cyber Awareness Challenge Certificate (dated within the last year)

BLMS Instructions:

1. Fill out and digitally sign Section A of the eIT PMO Account Request Form.
2. Your BLMS Knowledge Manager must complete and sign Section B (1a. Organization and 1b. BLMS Permissions*) of the eIT PMO BLMS & EDMS Account Request Form. Section B 2a and 2b should be filled out only if an EDMS account is needed. Section B 3 should be digitally signed by the BLMS/EDMS Knowledge Manager.

*BLMS Permission Role Summary:

Role in BLMS PR Workflow	Summary of BLMS PR Roles
OPART Reviewer	Adds comments regarding research projects overall status. Ends the PR workflow (Required).
PL/PI	Adds the quarterly progress to a research project and comments regarding project outcomes, issues, etc. Can add publication information (Optional). Initiator of PR workflow (Required).
PL/PI alternate	Adds the quarterly progress to a research project and comments regarding project outcomes, issues, etc. Can add publication information (Optional). Alternate initiator of PR workflow (Optional).
Lab Reviewer 1	Reviews the quarterly progress of a research project and comments regarding progress status. First level of PR review within a lab (Required).
Lab Reviewer 2	Reviews the quarterly progress of a research project and comments regarding progress status. Second level of PR review within a lab (Optional).
CAM Reviewer	Reviews the quarterly progress of a research project and comments regarding progress status. First level of PR review on behalf of PADs. Required only for MIDRP funded research projects.
PAM Reviewer	Reviews the quarterly progress of a research project and comments regarding progress status. First/Second level of PR review on behalf of PADs (Required).
PAD Reviewer	Reviews the quarterly progress of a research project and comments regarding progress status. Final PAD review (HQ level) (Required).

3. Provide your DoD IA Training (DoD Cyber Awareness Challenge Certificate)
 *USAMRDC HQ/Subordinate Commands: Current Cyber Awareness Challenge certificates can be retrieved from your account in ATCTS:
<https://atc.us.army.mil/iastar/index.php>
4. Email your DoD Cyber Awareness Certificate and signed BLMS Account Request Form to the eIT PMO Product Support Mailbox:
usarmy.detrick.medcom-usamrhc.mbx.eit-pmo-help-desk@health.mil