



Welcome to the NCCS User Services Group Web-site

NCCS User Administration Request Form (A GSFC Account Request Document)

Because of the need to have the signatures from the NCCS User Administration Request Form on file, the form **must** be printed in order to be completed. Please print or type all information. Unless labelled as optional, all items are required. No request can be processed unless all required information is provided. Incomplete forms will be returned to the user for completion.

(N.B. You may wish to review the [General Instructions and Information](#) for the NCCS User Administration Request Form, prior to completing the form. Detailed (item-by-item) [User Administration Request Form Instructions](#) are also available to assist in the completion of this form. You may find it helpful either to read through all of the instructions before attempting to complete the form, or to read the instructions item-by-item as you complete the form. Each item of the form links to its counterpart in the instructions, e.g. [1a.](#) links to the item instructions for item 1a.)

Section I: Type of Request

Please check only **one** of the three items in this section:

1a. Userid Addition:

The National Aeronautics and Space Administration (NASA) assigns all userids used on NASA computing resources in order to assure userid uniqueness and userid consistency within the agency.

1b. Userid Modification:

Enter your NCCS userid and state the nature of the modification on the blanks provided. If necessary, refer to [Section II](#) of the form.

Userid Modification (specify a userid):									
Nature of Modification:									

1c. Userid Deletion:

A request to delete a userid is a request to remove a userid completely from all NCCS computing systems. Enter the userid to be deleted in the blanks provided. For a deletion request [Section II](#) and [Section III](#) of the form are optional. See the Instructions concerning [the disposition of files of a userid being deleted](#).

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Userid Deletion (specify a userid):

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Section II: System Access

2. NCCS Identification Code Question and Answer:

See the Instructions concerning the NCCS Identification Code Question and Answer. You must remember the NCCS Identification Code Question and Answer that you choose. The NCCS Identification Code Question and Answer are not being used as a password. The NCCS will provide an initial temporary password for your userid. See the Instructions concerning userid passwords.

Question:	Choose a question. What is the name of your first pet?	?
Answer:	Write an answer. Rover	.

3. Access to NCCS Computing Systems: -Leave this blank.

Access to the NCCS internal systems (marked with a red asterisk (*) below) requires special permission from the NCCS. See the Instructions concerning access to the NCCS internal systems.

NCCS Computing System:		Add:	Modify:
a. Dell PowerEdge 1950 (calvin) *			
b. Dell PowerEdge 1950 (webprd) *			
c. Dell PowerEdge 1950 (webstg) *			
d. Dell PowerEdge 4400 (webdev) *			
e. Dell PowerEdge 1850 (troy) *			
f. Dell PowerEdge 1650 (login)			
g. SGI Altix 3700 BX2 (dirac) including the Data Management Facility			
h. Linux Cluster (discover) including the Data Analysis (dali) nodes			
i. Linux Cluster NASTRAN Partition (discover-nastran) *	Your IP Address(es):		
j. Linux Cluster JCSDA Partition (discover-jcsda) *	Your IP Address(es):		

4. Access to Non-NCCS Computing Systems:

For each non-NCCS computing system being requested (i.e. for computing systems not listed at item 3 of the form), please also indicate the System Administrator(s) responsible for the system. (If necessary, use a separate sheet to include more computing systems.)

Non-NCCS Computing System (Node or IP Address):	System Administrator(s):	Add:	Modify:
ABOVE High Performance (ADAPT) Science Cloud	S. Sinno		

For access to the High Performance Science Cloud (HPSC) please also provide the nature of your work and

your system, computing, or other technical requirements in the space provided below.

High Performance Science Cloud Technical Requirements: *Name of ABOVE Science PI*

- ② X Linux VMs (between 1 and 4)
- ③ Y Windows VMs (up to 1 if needed)
- ④ DigitalGlobe imagery access (if needed)
- ⑤ Other technical requirements (if needed)

5. Preferred Shell Program: *Select if needed, the default is "bash"*

Please check only one of the choices in this item. See the Instructions for more information on the shells available on NCCS computing systems. If you specify another shell at item 5f of the form, please be aware that it may not be available on the system(s) to which you have requested access at item 3 and item 4 of the form.

Preferred Shell Program:	Add:	Modify:
a. POSIX Shell (sh)		
b. C Shell (csh)		
c. Korn Shell (ksh)		
d. Tenex C Shell (tcsh)		
e. Bourne-again Shell (bash) <i>(Default)</i>		
f. Other (please specify below):		

6. Computational Projects:

See the Instructions concerning Computational Projects.

Computational Project:	Principal Investigator's (PI's) Last Name:	Add:	Modify:
<i>J 1 1 0 1</i>	<i>Peter Griffith</i>		

Section III: User Information

7. Personal Information: *Fill in as appropriate*

Enter your current legal name (as it appears on your U.S. birth certificate, your marriage license, your U.S. naturalization certificate or your foreign national passport) in the blanks provided. If you have no middle name(s), enter the code **No Middle Name**. If you wish you may also provide your preferred nickname.

Gender: (Circle one.)		Male.	<input checked="" type="radio"/> Female.
Last Name:	<i>Doe</i>	First Name:	<i>Jane</i>
Middle Name(s):		Nickname (Optional):	

8. Telephone and Electronic Mail (E-mail) Information: *Fill in as appropriate*

Enter your office telephone and facsimile (fax) numbers in the blanks provided. If you wish you may also provide an alternate office telephone number. Also enter your office e-mail address.

Office Telephone:	<i>Fill in</i>	Extension:	
Office Facsimile (Fax):	<i>Fill in</i>	Extension:	
Alternate Office Telephone (Optional):		Extension:	
Office E-mail Address:	<i>Fill in.</i>		

9. Employment Information: *Fill in as appropriate*

Enter your employer and office address in the blanks provided. If your office is located on-site at the GSFC, please include your GSFC mailstop.

Employer (i.e. Company, Institution or Agency Name):	<i>Fill in.</i>		
Office Address:	<i>Fill in.</i>		
City:	<i>Fill in.</i>	State (or Province):	<i>Fill in.</i>
		Zip (or Postal) Code:	<i>Fill in.</i>

10. Citizenship Information: *Fill in as appropriate.*

Enter your citizenship information in the blanks provided.

Country of Birth:	<i>Fill in</i>	Date of Birth:	<i>Fill in</i>
Current Country(ies) of Citizenship:	<i>Fill in</i>		

If you are a citizen of the United States of America, please skip to item 11. If you are not a citizen of the United States of America, you **must** also provide (where applicable) Passport, Visa and Permanent Residency information and documentation.

Concerning Passport Information and Documentation: If you are not currently in the United States of America and you do not have a passport, enter the code *N/A* in all three blanks concerning a passport, otherwise, enter your passport number, expiration date and issuing country in the blanks provided. You **must** also provide the NCCS with a copy of your passport. This copy should be returned with your completed NCCS User Administration Request Form.

Concerning Visa Information and Documentation: If you are not currently in the United States of America, enter the code *N/A* in all three blanks concerning a visa, otherwise, enter your visa number, expiration date and visa type in the blanks provided. You **must** also provide the NCCS with a copy of your visa. This copy should be returned with your completed NCCS User Administration Request Form.

- If your Visa Type is F-1 (Nonimmigrant Student Status), you **must** also provide the NCCS with a copy of your U.S. Citizenship and Immigration Services (USCIS) Form I-20, Certificate of Eligibility for Nonimmigrant Student (F-1) Status. This copy should be returned with your completed NCCS User Administration Request Form.
- If your Visa Type is J-1 (Nonimmigrant Exchange Visitor Status), you **must** also provide the NCCS with a copy of your U.S. Department of State, Student and Exchange Visitor Information System (SEVIS) generated Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status. This copy should be returned with your completed NCCS User Administration Request Form.

Concerning Permanent Residency Information and Documentation: If you do not have a Permanent Resident Card (commonly known as a Green Card and also called USCIS Form I-551), enter the code *N/A* in

the blanks concerning a green card, otherwise, enter your Green Card Number and Expiration Date. If you do have a Green Card, we will also need to know your Social Security Number. If you do have a Green Card, you must also provide the NCCS with a copy of your Green Card. This copy should be returned with your completed NCCS User Administration Request Form.

You may be assured that the NCCS will protect your personal information consistent with the principles of the Privacy Act, the e-Government Act of 2002, the Federal Records Act, and as applicable, the Freedom of Information Act. For additional information, review the [NASA Web Privacy Policy and Important Notices](#).)

Passport Number:		Expiration Date:		Issuing Country:	
Visa Number:		Expiration Date:		Visa Type:	
Do you have a Permanent Resident Card (also known as a Green Card)? (Circle one.)					Yes. No.
Green Card Number:		Expiration Date:		Social Security Number:	

answer as appropriate

Provide the information about the NASA Headquarters Co-ordination Office responsible for your NASA Grant in the blanks provided. (You may need to confer with your PI for this information.) Depending on the information entered above, your request may require the approval of someone in the NASA Headquarters Co-ordination Office associated with your NASA Grant.

NASA HQ Co-ordination Office:		
NASA HQ Co-ordinator (First & Last Name):	His or Her Office Telephone:	His or Her E-mail Address:

Section IV: Authorizations

11. User's Signature:

I, the user, have read and I do understand the provisions for **non-privileged access** and use of NCCS computing resources, as outlined in the NCCS Computing Resources Rules of Behavior. With my signature below I attest that I will abide by these provisions, and I certify that all information provided on this form is true and correct to the best of my knowledge. See the Instructions concerning Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR) information.

★ Read this.

In compliance with NASA Procedural Requirements (NPR) Security of Information Technology, with my signature below I further acknowledge the following:

- **Unauthorized use of the computing accounts and computer resources to which I am granted access is a violation of Section 799, Title 18, U.S. Code; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.**

Will you wish to import, use or store Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR) information on NCCS computing resources? (Circle one.)	Yes. <input checked="" type="radio"/> No.
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User's Signature:	Sign here.	Date:	Date here.
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12. Please obtain your PI's signature: *Do NOT Fill this in, Please send to Jessica, Bussard @ nasa.gov*

Will you, as this user's PI, approve the user's request to import, use or store EAR or ITAR information on NCCS computing resources? (Circle one.)	N/A.	Yes.	No.
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PI's Signature:	<i>Do NOT Fill In.</i>	Date:	
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Please Print PI's Name:	<i>Do NOT Fill In.</i>
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For NCCS Use Only: (if required the NCCS will obtain the signature below.)

13. NCCS Authorization:

Will you, as the NCCS Computer Security Officer, approve the user's request to import, use or store EAR or ITAR information on NCCS computing resources? (Circle one.)	N/A.	Yes.	No.
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Date:	
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George R. Rumney, II's Signature
NCCS Computer Security Officer
NASA GSFC Code 606.2

Other information about this Userid Request:

NASA Agency Userid (AUID) / NCCS Userid:									
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NASA Universal Unique Personal Identification Code (UUPIC):									
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Point of Contact for Updates, Rejections and Return of Request:

Timothy M. Burch	E-mail Address: support@nccs.nasa.gov
NASA Goddard Space Flight Center	Office Telephone: 301-286-9120
Mailstop 606.2	Office Facsimile: 301-286-1634
Greenbelt, MD 20771 USA	



+ NASA Privacy, Security, Notices
+ Sciences and Exploration Directorate
+ CISTO



Curator: Mason Chang
NCCS User Services Group (301-286-9120)
NASA Official: Dan Duffy, High-Performance Computing Lead, GSFC Code 606.2

Web Location: <https://www.nccs.nasa.gov/usadmin/usaduarf.html>

Last Modified: Wednesday, July 2, 2014

Reason for Modification: Added instructions for HPSC requirements at item 4 of the form.