

**Department of Natural and Cultural Resources**  
**Information Technology Services Division**  
**Access Change Request Form**

Please fill out this form and attach it to the DOTS Ticket. IDs will be assigned after the completed form is received. If you have any questions, call the DNCR Call Center at 919 / 707-8900.

DOTS ticket number: \_\_\_\_\_

NAME: \_\_\_\_\_ (First Name, Middle Initial, Last Name)  
Middle initial is required for mail requests.

POSITION: \_\_\_\_\_ ☐ Permanent ☐ Temporary/Intern until: \_\_\_\_\_

DIVISION: \_\_\_\_\_ SECTION: \_\_\_\_\_

LOCATION ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ BILL CODE (3 Letters): \_\_\_\_\_

☐ New Employee Start Date: \_\_\_\_\_

☐ Transferred Employee Start Date: \_\_\_\_\_ NCID: \_\_\_\_\_  
Previous Agency Contact: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

☐ Separated Employee End Date: \_\_\_\_\_

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**ACCOUNT REQUIREMENTS** (Choose as many as necessary)

- |  |  |
|--|--|
| <input type="checkbox"/> NCID _____  | <input type="checkbox"/> EADS (non-NCID) _____           |
| <input type="checkbox"/> Workstation (local) _____                           | <input type="checkbox"/> Encryption (uses NCID username) |
| <input type="checkbox"/> Generic RACF _____                                  | <input type="checkbox"/> Generic TSO _____               |
| <input type="checkbox"/> Outlook (charges will be billed to division): _____ |  |
| <input type="checkbox"/> Servers (local) _____                               |  |

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**ACCESS REQUIREMENTS**

**REMOTE:**

- ☐ VPN Specify group(s): \_\_\_\_\_
- ☐ Servers Specify name(s): \_\_\_\_\_

**APPLICATION (NON-DENR):**

- ☐ CICS ☐ BRS ☐ NCAS (Attach NCAS Security Request Form) ☐ PPM/APM
- ☐ XTND (RMDS) ☐ Other: \_\_\_\_\_

**APPLICATION (DENR):**

- ☐ Portal \_\_\_\_\_ ☐ IBEAM \_\_\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Issues (Jira)                             | <input type="checkbox"/> Spaces (Confluence) | <input type="checkbox"/> GWDSS                  |
| <input type="checkbox"/> Reports (BOXI)                            | <input type="checkbox"/> NC Node             | <input type="checkbox"/> Forums (Jive)          |
| <input type="checkbox"/> Database (Oracle) _____                   |  | <input type="checkbox"/> Database (Apex) _____  |
| <input type="checkbox"/> Database (MSSQL) _____                    |  | <input type="checkbox"/> Database (other) _____ |
| <input type="checkbox"/> Documentum (only use this for separation) |  |   |
| <input type="checkbox"/> Other: _____                              |  |   |

**EADS SECURITY GROUPS (AD):** \_\_\_\_\_

**NCMAILMAN LISTS:** \_\_\_\_\_

**FOR SEPARATION ONLY:**

What disposition do you want for their H: Drive? \_\_\_\_\_

What needs to happen with their emails? \_\_\_\_\_

I authorize the assignment of the above requested ID and access.

**SUPERVISOR'S NAME:** \_\_\_\_\_

**SIGNATURE OF SUPERVISOR:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DIVISION DIRECTOR'S NAME:** \_\_\_\_\_

**SIGNATURE OF DIV. DIRECTOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_