

# BIE E-mail/Systems Access Request Form

(This form is designed to be opened and completed using Microsoft Word.)

**Fax both items listed in Section 3 to the IIS Contact Listed on Page 2**

## SECTION 1. TYPE OF ACTION

Create New BIE Email Account     Change User Status or Profile     Close Account     Name Change

**Systems Access Request:** \_\_\_\_\_

## SECTION 2. EMPLOYEE INFORMATION

School or Office: \_\_\_\_\_

User's Legal Name (First, Middle Initial, Last): \_\_\_\_\_

Title (e.g., Facility Manager, Principal, Teacher, etc): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Provide an email address or fax number that can be used to send new email account information: \_\_\_\_\_

**\*\*New Tribal/Grant Employees**, further information is required:

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Start Date: \_\_\_\_\_

Adjudication Date: \_\_\_\_\_ Organization that Completed Investigation: \_\_\_\_\_

Circle: Grant or Tribal                  Permanent or Temporary

(Due to the sensitive nature of PIV required, the IIS contact will shred this form after the account is created.)

**Section 3. Requestor and Supervisor** Sign, date, and then fax the following to your designated Education Resource Center, IIS contact.

This form signed by the requestor and Supervisor

A copy of the employee's training certificate for the 2018 Federal Information Systems Security Awareness + Privacy and Records Management (must be taken through DOI Learn)\*

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisory Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THIS IS A UNITED STATES FEDERAL GOVERNMENT COMPUTER SYSTEM, WHICH MAY BE ACCESSED AND USED ONLY FOR OFFICIAL GOVERNMENT BUSINESS BY AUTHORIZED PERSONNEL. UNAUTHORIZED ACCESS OR USE OF THIS COMPUTER SYSTEM MAY SUBJECT VIOLATORS TO CRIMINAL, CIVIL, AND/OR ADMINISTRATIVE ACTION UNDER 18 U.S.C. 1030 ET AL.

v.03-27-2018

### \* 2018 Training: Federal Information Systems Security Awareness + Privacy and Records Management

The certificate received when taking the Security Awareness Training must be faxed with this request. The Security Awareness Training must be taken through DOI Learn <https://www.doi.gov/doilearn>. To request a DOI Learn Account, email Aron Schneider with your full name, phone number, email address, and school to [doilearn@bia.gov](mailto:doilearn@bia.gov)

**BIE IIS Approvers**

<b>ELO</b>	<b>Designated IIS Approver</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
Albuquerque Education Resource Center, Tribally Controlled Schools	Sarah Murphy	505-563-5395	505-563-5465	sarah.murphy@bie.edu
Albuquerque Education Resource Center, Bureau Operated Schools	Karen Herrera	505-563-3692	505-563-3078	karen.herrera@bie.edu
Belcourt (Proposed) Education Resource Center	Susan Malaterre-Langan	701-477-3463 ext 12	701-477-9364	susan.malaterre-langan@bie.edu
Bismarck (Proposed) Education Resource Center	Susan Malaterre-Langan	701-477-3463 ext 12	701-477-9364	susan.malaterre-langan@bie.edu
Chinle Education Resource Center	Rachel Yonnie	928-674-5130	928-674-5134	rachel.yonnie@bie.edu
Crownpoint Education Resource Center	Rudy Thompson	505-786-6151	505-786-6112	rudy.thompson@bie.edu
Flandreau (Proposed) Education Resource Center	Clint Punley	405-247-8944	405-247-5529	clint.punley@bie.edu
Kyle (Proposed) Education Resource Center	Susan Malaterre-Langan	701-477-3463 ext 12	701-477-9364	susan.malaterre-langan@bie.edu
Minneapolis Education Resource Center	Sarah Murphy	505-563-5395	505-563-5465	sarah.murphy@bie.edu
Nashville Education Resource Center	Sarah Murphy	505-563-5395	505-563-5465	sarah.murphy@bie.edu
Phoenix Education Resource Center	Huberta Lewis	602-265-1592	602-265-0293	huberta.lewis@bie.edu
Seattle Education Resource Center	Sarah Murphy	505-563-5395	505-563-5465	sarah.murphy@bie.edu
Shiprock Education Resource Center	Leo Dayish	505-598-6922	505-598-0970	leo.dayish@bie.edu
Tuba City Education Resource Center	Rachel Yonnie	928-674-5130	928-674-5134	rachel.yonnie@bie.edu
Window Rock Education Resource Center	Rachel Yonnie	928-674-5130	928-674-5134	rachel.yonnie@bie.edu
Southwestern Indian Polytechnic Institute	Dawn Ami	505-346-2329	505-346-7738	Dawn.ami@bie.edu
Haskell Indian Nations University	David Bohanon	785-764-2656	785-832-6654	david.bohanon@bie.edu

\*Updated 3/27/2018