# NASA Center for Climate Simulation

# NCCS User Administration Request Form

**STOP – If you have a NASA identity and access to the NASA Access Management System (NAMS),**

**please use Agency NAMS to perform your request.**

Detailed (item-by-item) User Administration Request Form Instructions are 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. 1 links to the item instructions for item 1.

# Section I: Type of Request

1. Userid Addition, Modification, or Deletion:

　　　Addition　　　　　　Modification　　　　　　Deletion (You may skip Section II and Section III)

If you selected modification, state the nature of the modification on the blanks provided. If necessary, refer to Section II of the form.

| Nature of Modification: |
| --- |
| |
| |

# 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:** | ? |
| --- | --- |
| **Answer:** | . |

3. Access to NCCS Computing Systems:

The NCCS employs a Lightweight Directory Access Protocol (LDAP) to consolidate most of the NCCS computing resources to use a single NCCS password. Each NCCS computing system has been set up in the NCCS LDAP as a host or set of hosts. Access to certain NCCS computing systems (marked with a red asterisk ( * ) below) requires a specific Computational Project (see item 6 below) or permission from the NCCS. See the Instructions concerning access to these systems.

| NCCS Computing System: | Add: | Modify: |
|---|---|---|
| a. Mass Storage System (MSS) on all public dirac set of hosts | | |
| b. Linux Cluster on all public Discover set of hosts | | |
| c. Linux Cluster, NASTRAN Partition, on the partitioned Discover-nastran set of hosts * | | |
| d. Advanced Data Analytics PlaTform (ADAPT) Science Cloud on the foyer set of hosts * | | |

4. Access to Additional ADAPT Hosts or Windows nodes:

If additional ADAPT hosts or sets of hosts are required (in addition to the foyer set of hosts at item 3.d above), please indicate these hosts or sets of hosts below (e.g. above, beyond, icesat, machine learning, wfirst).

| Additional ADAPT Hosts or Sets of Hosts: | Add: | Modify: |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

Please also provide below any additional information outlining your technical requirements, which may help the ADAPT System Administrators in the setup of your access.

| ADAPT Science Cloud Technical Requirements: |
|---|
| |
| |
| |

5. Preferred Shell Program:

If this item is left blank, the default, Bourne-again Shell (bash), will be used.

Bourne-again Shell (bash)      POSIX Shell (sh)      C Shell (csh)      Korn Shell (ksh)      Tenex C Shell (tcsh)

6. Computational Projects:

See the Instructions concerning [Computational Projects](#).

| Computational Project: | | | | | Principal Investigator's (PI's) Last Name: | Add: | Modify: |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

# Section III: User Information

7. Personal Information:

   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.

   | Last Name: | | First Name: | |
   |---|---|---|---|
   | Middle Name(s): | | Nickname (Optional) : | |

8. Telephone and Electronic Mail (E-mail) Information:

   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: | | Extension: | |
   |---|---|---|---|
   | Office Facsimile (Fax): (Optional) : | | Extension: | |
   | Alternate Office Telephone (Optional) : | | Extension: | |
   | Office E-mail Address: | | | |

9. Employment Information:

   Enter your employer and office address in the blanks provided. (This should be the address we would use, if we need to send something to your workplace, e.g. your Agency RSA SecurID Token.) If your office is located on-site at the GSFC, please include your GSFC mailstop.

   | Employer (i.e. Company, Institution or Agency Name): | | | |
   |---|---|---|---|
   | Office Address: | | | |
   | City: | | State (or Province): | | Zip (or Postal) Code: | |

10. Citizenship Information:

    If you have a NASA Identity (i.e. an AUID), please skip to item 11. (N.B. If you do not have a NASA Identity, one should be established for you either by your GSFC Directorate, Division, Office or Branch, or by the NASA Center with which you are affiliated. You may need to confer with your PI for assistance concerning establishing your NASA identity. If you are an off-site PI or user, not currently affiliated with either the GSFC or another NASA Center, the NCCS will establish your NASA Identity.) If you are a citizen of the United States of America (USA), please skip to item 11; otherwise, enter your citizenship information in the blanks provided.

    | Country of Birth: | | Date of Birth: | |
    |---|---|---|---|
    | Current Country(ies) of Citizenship: | | | |

    If you are not a citizen of the USA, you **must** also provide (where applicable) Passport, Visa and Permanent Residency information and documentation.

**Concerning NCCS Processing for Foreign National NASA Identities:** If you are a foreign national, for whom the NCCS is establishing a NASA Identity, you **must** be prepared to come to the Goddard Space Flight Center or to another NASA Center in order to be photographed and fingerprinted as part of the background check required by NASA security procedures for your NASA Identity. A foreign national is defined as anyone who is not a U.S. citizen, who is not a U.S. Lawful Permanent Resident (LPR) or who is not a U.S. Protected Individual.

**Concerning NASA Grant Documentation for Foreign National NASA Identities:** If you are a foreign national, for whom the NCCS is establishing a NASA Identity, you **must** also provide the NCCS with a copy of your NASA Grant. (You may need to confer with your PI to obtain a copy of this document.) This copy should be returned with your completed NCCS User Administration Request Form.

**Concerning Passport Information and Documentation:** If you are not currently in the USA 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 USA, 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)?** | | | | Yes | No |
| Green Card Number: | | Expiration Date: | | Social Security Number: | |

# 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.

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 terminiation of access privileges, administrative action, and/or civil or criminal prosecution.**

12. Please obtain your PI's signature:

| | Yes. | No. |
|---|---|---|
| **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.)** | | |

| **User's Signature:** | | **Date:** | |
|---|---|---|---|

| | N/A. | Yes. | No. |
|---|---|---|---|
| **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.)** | | | |

| **PI's Signature:** | | **Date:** | |
|---|---|---|---|
| **Please Print PI's Name:** | | | |

**For NCCS Use Only:** (If required the NCCS will obtain the signature below.)

13. NCCS Authorization:

| | N/A. | Yes. | No. |
|---|---|---|---|
| **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.)** | | | |
| | **Date:** | | |

Signature of NCCS Computer Security Officer, Robert C. Peirce, NASA GSFC Code 606.2

**Point of Contact:** NCCS User Services Group (e-mail: support@nccs.nasa.gov; telephone: 301-286-9120; fax: 301-286-1634).
**Web Location:** https://www.nccs.nasa.gov/sites/default/files/NCCS_User_Administration_Request_Form_Fillable.pdf
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