



Root Equivalent Access Request

This form is to create root equivalent (hereafter referred to as root) access for an individual on OCF and SCF systems. **Users must have a regular account prior to requesting a root account on the systems specified on this form.**

Section A: User Information

Last Name		First Name
Official User Name (last name + number)	Clearance Level (Q, L, P)	Citizenship (if not U.S., include VTS/Fast Track numbers)
Unclassified E-mail		Phone
LC User Name		

Section B: LLNL Employees Only

Directorate/Department/Division	Employee Number	L-Code
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Section C: Non-LLNL Employees

Complete Company or School Name and Address (including ZIP code)	
Company Supervisor or Academic Advisor Name (please print)	Company Supervisor or Academic Advisor Phone

Section D: System Information and System Authorization

System Information (please list) Listing more than one machine per line is allowed.	System Authorization As the responsible ISSO, I certify that I am aware of this user's business need and approve privileged access on these systems for this user.		
OCF Machines Requested	ISSO (please print)	ISSO Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
SCF Machines Requested	ISSO (please print)	ISSO Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____

Section E: User Agreement

Action Requested <input type="checkbox"/> New Account(s) <input type="checkbox"/> Renew Account(s)	
<p>I am aware that this form is for access to specific systems and that I have a Root Equivalent Access Authorization form on file.</p> <p>I certify that any root account that I am granted will only be used by me for authorized purposes. I certify that I understand and will follow the policies and procedures provided by my ISSO and/or AISSO for my root account on these systems.</p> <p>I will change the initial password, if the System Administrator sets it for me, within one business day of receiving it.</p> <p>I understand my root account password will be linked to my One Time Password (OTP) token where available. Otherwise, it will meet the DOE-specified password requirements as set forth in regulation DOE G 205.3-1. If the account is on the SCF, it will meet the additional requirement that it be machine generated. I am aware that I am required to change my password every six months if it is not linked to my OTP.</p> <p>I will follow the appropriate protection guidelines for my root account password and the information contained on these systems.</p> <p>I understand that my failure to follow any of the above policies and directions or to protect this privilege may result in disciplinary action and/or revocation of this privilege.</p>	
User Signature	Date

Section F: LLNL Supervisor/Sponsor Authorization

I request that the above user be granted root access to these systems. I am aware of the job responsibilities of this individual, and I certify that the business need is valid. I have verified that this user has the appropriate clearance needed, and I agree to notify the LC Support Hotline when this user no longer needs access.		
LLNL Supervisor/Sponsor Name (please print)	LLNL Supervisor/Sponsor Signature	Date
_____	_____	_____

Email completed forms to LC ISSO (lc-isso@llnl.gov)

Questions? Contact the LC Customer Service Group by phone at (925) 422-4531, Option 2 or send e-mail to lc-isso@llnl.gov