



NBS USER ACCOUNT REQUEST FORM

NIH Vendor Requester

FOR USE BY THE FOLLOWING ONLY:
Office of Loan Repayment Program Employees
Undergraduate Scholarship Program Employees
NIH Training Center Employees

Note: **Buyer Acquisition** and **Buyer Contract** roles **automatically** come with NIH Vendor Requester responsibility

For NBS role descriptions, please see the *NBS System Roles* link in the NIH Portal-NBS Acquisitions Community page.

To complete this form electronically, first save the file to your computer. Then complete the form by clicking your cursor on each gray text area and entering the requested information.

AUTHORIZED REQUESTER'S CERTIFICATION

By submitting this request form, I certify that:

- (1) I am authorized to request access for the user identified below; and
- (2) The requested access is required for the user's work responsibilities in his/her position; and
- (3) The user has completed the required system training prerequisites, meets other requirements as noted by role, and possesses the competencies required to fulfill his/her work responsibilities; and
- (4) The user has met the CIT requirements of the training awareness provisions for Information Systems Security. [NIH requires the completion of a Computer Based Training (CBT) course entitled "Computer Security and Awareness" for NIH staff and contractors. This CBT provides an overview of basic IT security practices and the awareness that knowing or willful disclosure of the sensitive information processed in the NIH Business System can result in criminal penalties associated with the Privacy Act, Computer Security Act, and other Federal laws that apply. This CBT can be found at <http://irtsectraining.nih.gov/>]

REQUESTER'S INFORMATION:

NAME: _____
IC: _____
PHONE NUMBER: _____
EMAIL ADDRESS: _____

USER'S INFORMATION:

NAME: _____
IC: _____
PHONE NUMBER: _____
EMAIL ADDRESS: _____
NIH Login Username*: _____

**The name used to login to the NIH network.*

EMPLOYEE TYPE (Only Federal Employees are eligible for this responsibility)

FEDERAL EMPLOYEE

ACTION (select one):

ADD NEW USER
 REMOVE USER

SYSTEM ACCESS REQUESTED:

PRODUCTION SANDBOX

AUTHORIZED REQUESTOR ONLY: PLEASE RETURN THE COMPLETED FORM TO
helpdesk@mail.nih.gov

CONTACT (301) 496-HELP (496-4357) WITH ANY QUESTIONS

NIH Vendor Requester

NIH Vendor Requester:

- The Authorized Requester for this role is your IC/OD Advocate.
 - A listing of IC/OD Advocates by IC can be found on the NIH Portal – NBS Training & Communications Community page.
- Users may be *Federal employees only*.
- Training for this role requires viewing NIH Vendor Request video cast training. Video cast is located on either the Acquisitions or Budget and Finance portal pages under Support Resources.
- Please select **Add** or **Remove** as applicable:

ADD	REMOVE	
<input type="checkbox"/>	<input type="checkbox"/>	NIH Vendor Requester

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