

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National AIDS Policy Office

Series/Staff Member: Sandra Thurman

Subseries:

OA/ID Number: 40015

FolderID:

Folder Title:

Admin - Volunteers - Baylor, Elizabeth

Stack:

S

Row:

66

Section:

6

Shelf:

1

Position:

1

COMPUTER SERVICES REQUEST

OFFICE OF ADMINISTRATION

INFORMATION SYSTEMS AND TECHNOLOGY

DOCUMENT TRACKING

REQUEST SUBMITTED BY (Point Of Contact):

SUMMERS TODD A. 6/15/99 () 6-2437
Please Print: (Last , First M. Initial) DATE SUBMITTED: PHONE:

CUSTOMER, WORK TO BE PERFORMED FOR:

Baylor, Elizabeth Volunteer
Please Print: (Last , First M. Initial) TITLE/POSITION:
(As seen in the EOP Phone Book)

DEPARTMENT:

AIDS Policy 736-Jackson () 6-2437
(Agy/PAD) (Div/DAD) (Sub-Div/Branch) BUILDING: ROOM: PHONE:

CUSTOMER INFORMATION:

Pass Type: ☐ Permanent ☐ Temporary ☒ Access List ☐ Other
Emp Type: ☐ EOP Staff ☐ Detailee ☐ Intern/Student ☒ Other Volunteer
(e.g., Volunteer, Fellow, ...)

CONTRACTOR & Non-EOP EMPLOYEES:

Company / Agency Name	Contract #	Purchase Order #	Co/Agy Phone #:
Company / Agency Address	Co/Agy City	Co/Agy State	Co/Agy Zip:

ACTION REQUESTED:

☐ Check if Additional Documentation attached.

Please PRINT. If Customer is replacing out going staff, or should be setup SAME AS other staff, note same and staff members name.
If you have any questions, please contact your Agency Administrator or COTR. Or, call Customer Support at #(202)395-7370.

Create new NT and Notes accounts

(Specify ONLY when a Specific Date/Time is required and has been approved by ADMIN. MGMT.) REQUIRED DATE:

ACCESS REQUEST:

☒ Create (New Account) ☐ Modify (Update existing ID) ☐ Delete/Disable (Departing Staff) ☐ Transfer (Transfer Ownership) ☐ Dial-In Access (Justify above) ☐ External Access (Internet & X.400 Mail)
☐ IBM Mainframe: (7 Char. ID)

(Fill in the User Name, Server Name and IBM Mainframe ID assigned to customer for all but NEW ID Requests.)

☐ User Name: (12 Char ID. (ALL-IN-1 & or LAN)) Novell Server Name: (E.G.: WHADMIN, OMB A, IRMD,...)

EQUIPMENT REQUEST: (If request is for other than New Install, Bar Code# and Previous Equipment OWNER information is required)

☐ New Install ☐ Upgrade ☐ Re-Assign ☐ Re-Allocate ☐ Return to Inv. ☐ Site Survey
PC Load Type: ☐ US-2000 ☐ OASIS 5.0 ☐ Stand Alone ☐ Other

CPU Bar Code #: CPU S/N#:

(EOP BAR-CODE is located on Right Side of CPU)

Previous or current OWNER of Equipment if not Customer:
(Owner is normally set as Default Login User Name)

Pager/Cellular ☐ Pager S/N#: Cellular Phone S/N#:

AUTHORIZED/APPROVED BY

(The Customer has already printed their name above. However, we request the PRINTED names of all other signatures for effective identification.)

Signature of Customer

[Signature]

Signature of Supervisor or POC: (EOP Staff)

SUMMERS, TODD A.
Print. (Last , First M. Init.)

6/15/99
Date

Signature of AGY/PAD Admin. or COTR:

Print. (Last , First M. Init.)

Date

Additionally, I hereby acknowledge the following:

1. I will not enter classified information into the EOPDC computer systems.
2. I will create my own personal password the first time I logon to the EOPDC. I will not use personal identifiers (eg., name, family member's name, initials and/or date of birth, etc.) as a password.
3. I will protect my personal password from disclosure. My password is used to authenticate my identity and I will not allow its use by another person, code it into programs or write it down where it will be assessable to others.
4. I will logoff my terminal or personal computer when it is unattended.
5. I will immediately relinquish the LogonID when access is no longer required or upon request by the EOP/OA Information Security Officer, or designee.
6. I will report immediately to the EOP/OA Customer Support Help Desk at 202-395-7323:
 - o Suspected or actual unauthorized use of my LogonID; and
 - o A change in my employment status. This includes termination of employment, transfer to another group or leave of absence.

Baylor, Elizabeth
Print Name (Last, First MI)

6/15/99
Date

Elizabeth Baylor
Signature

LogonID

AIDS Policy
Organization

6-2437
Phone



Brian P. McKaig

06/22/99 09:45:05 AM



Copy given to
Elizabeth
6/22 2:15

Record Type: Record

To: Todd A. Summers/OPD/EOP@EOP

cc:

Subject: Elizabeth Baylor's NT ID is ready

NT ID = BAYLOR_E , passwords are set to the **Request number**.

Request: 288814

Updated By: MCKAIG #: 01 Updtd Time: 09 43 Date: 06 22 99
Received By: SHAY Recvd Time: 13 24 Date: 06 17 99

Last Name: BAYLOR First Name: ELIZABETH Userid: N/A
Ph: () 456 2437 Rm: 736 JP Org: WHO OT : WHO-White House Other
O Prob/Req: R Rel: Vol
Application: WIND_NT Area: OA65 Code: ID Device: N/A
Referred To: SEC-MCK Refrd Time: 13 24 Date: 06 17 99
Serial No.:

Problem Summary: CREATE NEW NT ACCOUNT WITH LOTUS NOTES
Problem Description: APPROVED BY Courtland Willman.

Resolution Summary: Created NT and Notes accounts.
Resolution Detail: ID = BAYLOR_E . Emailed POC Tod Summers.