

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:
Cisneros, Monica

Stack:	Row:	Section:	Shelf:	Position:
S	66	6	1	1

COMPUTER SERVICES REQUEST

OFFICE OF ADMINISTRATION

INFORMATION SYSTEMS AND TECHNOLOGY

DOCUMENT TRACKING

REQUEST SUBMITTED BY (Point Of Contact):

Base Print: (Last, First M. Initial)
Bauerte Cheryl S.

DATE SUBMITTED: 1/28/00
PHONE: () 6-2959

CUSTOMER, WORK TO BE PERFORMED FOR:

Base Print: (Last, First M. Initial)
Cisneros Monica

TITLE/POSITION:
Intern
(As seen in the EOP Phone Book)

DEPARTMENT:

AGY/PAD (Div/DAD) (Sub-Div/Branch)
AIDS Policy Office

BUILDING: 736 Jackson
ROOM: () 6-2437

CUSTOMER INFORMATION:

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

CONTRACTOR & Non-EOP EMPLOYEES:

Company / Agency Name
Contract # Purchase Order # Co/Agcy Phone #:
Company / Agency Address
Co/Agcy City Co/Agcy State Co/Agcy 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.

set up network and notes access same as David Williams

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)

☒ 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
C Load Type: ☐ US-2000 ☐ OASIS 5.0 ☐ Stand Alone ☐ Other

CPU Bar Code #: CPU S/N#:

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: Monica Cisneros

Signature of Supervisor or POC: (EOP Staff) Cheryl S. Bauerte

Print: Bauerte Cheryl S. Date: 1/28/00

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.

Cisneros, Monica
Print Name (Last, First MI)

January 21, 00
Date

Monica Cisneros
Signature

LogonID

OUAP
Organization

6-2437
Phone