

**DA New user account request
(one user per request please)**

Date _____

Requestor _____ (Resource Manager, Director, etc)

Requestor Telephone Number _____

Please create a user account for _____ (First, MI, Last Name)

New Account should be set up like _____ (If Known)

Agency _____ (e.g. OALJ, OO, OHRM...)

Physical location: GWCC, BSC, School Street, Reporters Bldg, South Bldg, Whitten Bldg.

Room location _____

Telephone number _____

Job title _____

Group memberships Distribution List _____

Special drive mappings

Email to: DA-Helpdesk@usda.gov or Fax to DAHelpdesk: (202) 720-5537

Administration information for users after account is created

Login name and context	Password

Groupwise server IP address (GW5.5) Dist. List: _____

Post office _____