**c**

JRM APPLICATION PROCEDURES:

1. Fill out the attached form (JRM Application For Access).

 Please see below for the functions available within each module

2. Send the completed application to your supervisor.

3. Supervisor reads over the form for accuracy, and if he/she agrees with the contents, the application is forwarded with the following wording added to the outbound e-mail:

I Approve **“user\_name”** for JRM Production access as specified on the attached application.

**Date:**

# Application for Access

***Note: please clearly print or type your information and follow the directions at the bottom of the form.***

**The following User Information is required for JRM Access:**

**Last Name:**        **First Name:**

**Email Address:**

**Tel. Num:**        **CUID:**

**Contractor? Y/N:**       **Job Title:**

**Manager CUID:**       **Manager Full Name:**

**Model New User After CUID:**

***Requested JRM Database Access:***

**JRM Production** [ ]

**JRM Integration (Training Area)** [ ]

***Requested JRM Access Role:***

**Engineering** [ ]

**I & M** [ ]

**Inventory** [ ]

**Legal** [ ]

**Accounting** [ ]

**Admin** [ ]

***Provide the business reason you are requesting access:***

**\*Supervisor Approval:**       **Date:**

**\*\*Director Approval:**       **Date:**

**Submit forms to: JRM System Administrator:**

Marcy Aguon (360)-946-2904 marcy.aguon@lumen.com

\*An E-Mail from the supervisor of the applicant to the SA will be required for all soft copy submissions, stating the level of access requested (Read-Only, Update, or Update & Delete capabilities), the user’s general role (Resource, Reports, Accounting, Reference, Audits, etc), and the name(s) of the user(s) who are candidates for access.

\*\* All employees who are not in JU Poles must have the Facilities Cost’s Director’s approval for Accounting or Admin Roles in JRM. Director Approval is ONLY REQUIRED if you seek the role of Accounting or Admin otherwise, anyone in your direct reporting chain may approve your access. No other roles require a Director’s Approval.