

System Access Request Form for GSA Pegasys Access Instructions

Section of the Form	Instructions
1. Type of Access Request	<ul style="list-style-type: none"> Select Add/Reactivate User, Change Current Roles/Approvals, or Remove User
2. Requestor Information	<ul style="list-style-type: none"> Complete First Name, MI and Last Name Complete Email Address and Telephone Complete Job Title Enter the user ENT user name. ENT account is normally First Name, Middle Initial, Last Name. John Michael Employee's ENT account would be JohnMEmployee.
3. User Group	<ul style="list-style-type: none"> Choose your default security organization. This is your GSA Service (regardless of your region), Put only ONE of the following: PBS, FAS, GMA, IG. Other would be GSA,IG would put JA-6, etc.
4. User Type	<ul style="list-style-type: none"> Choose Employee if you are a GSA employee. Choose Contractor if you are a contractor to GSA. Choose External Client if you are an employee or contractor for a Federal Agency supported by GSA. In all cases, you must have a valid GSA.gov or customer agency ".gov" email address.
4. Pegasys Access Information	<ul style="list-style-type: none"> Identify your requested role and approval type. Review the list of Roles, Approval Types and Conflicting Roles Matrix for a description of roles that are not allowed together. Your functional coordinator will be able to assist with this section.
5. Requestor	<ul style="list-style-type: none"> Click on the "View Signatures" box at the top of the screen. This is on the upper left part of the screen, outside of the form. <div data-bbox="375 909 1455 968" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  Signatures This document needs to be signed. View Signatures... </div> Right click on Signer1 on the Right Side of the screen (Note: You must be using a SmartCard to proceed). Click on Sign. A dialog box will open up for the digital signature. There will be an X displayed for the user to sign the form. Type your name and click sign. The first time you enter your signature, you may be prompted to enter your SmartCard PIN number. You will see the following confirmation when the signature is completed. You will also see your name and date displayed in the signature block of the form. <div data-bbox="423 1283 1198 1549" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Signature Confirmation ✕ </div> <div style="padding: 5px 0 0 20px;">  Your signature has been successfully saved with this document. If the document is changed, your signature will become invalid. </div> <div style="padding: 5px 0 0 20px;"> <input type="checkbox"/> Don't show this message again </div> <div style="text-align: right; padding-top: 10px;"> OK </div> </div> <p><i>NOTE: The signature will be in very small font. The signature information is captured on the right side of the screen.</i></p> <p><i>The requestor does not enter name and date if digitally signing the form. This is for printed copies only – name and date are automatically captured by the digital signature.</i></p> <p><i>If the date does not show up with the digital signature, please add the current date.</i></p> <p><i>If unable to digitally sign the form, please send the form to your supervising manager stating "I approve" in the body of the email. The form may be in .pdf or .doc format.</i></p>
6. Supervising Manager	<p>For Users Requesting Access: Leave this section blank. Save the signed form and send as an email attachment to your Supervising Manager.</p> <p>For Supervising Manager: Follow the steps in section 5 to digitally sign the form Then send the form to the Functional Coordinator.</p>

<p>7. Functional Coordinator /Service Rep Review</p>	<p>For Users Requesting Access: Leave this section blank. Save the signed form and send as an email attachment to your Functional Coordinator/Service Rep For Functional Coordinator: Follow the steps in section 5 to digitally sign the form. Email the signed form as an attachment to Pegaccesssteam@gsa.gov. Only Functional Coordinators are to forward Pegasys Access Request Forms to Pegaccesssteam.</p>
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