AskHCD Enhancements – Category: HCD Systems
Access Form

ACCOMMODATING ACCESS REQUESTS FOR HCD SYSTEMS

Human Capital Directorate

As of April 1, 2020

101 Independence Ave S.E., Washington, DC 20540
## Document Version Control

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Summary

The HCD Systems Access Form (form 1868) is an agency-wide form that is used to request, approve, and document user provisioning for HCD systems. This form is now located at the staff intranet pages under forms at http://staff.loc.gov/apps/forms/formDetails.php?id=1868. In its current form, it is an interactive pdf that presents a fixed set of role-based options for each available HCD system. The requestor indicates the role(s) that they are seeking and then solicits approval (in the form of a signature) from their Authorizing Official. This form is then submitted to HCD, where the request is processed.

To accommodate the signature requirements without having Adobe Professional software installed on the users’ laptops, HCD is presenting a solution in this document to address this capability by digitally typing the signatures in the form and attach it to request via AskHCD for processing. Changes include a new Category titled “HCD Systems Access Request” as well as a corresponding Category Details option titled “HCD Systems Access Request.” In support of this new functionality, the HCD Access Form will now be hosted both on the portal as a standalone resource and on the AskHCD submit form when the “HCD Systems Access Form” option is selected. Finally, a list of requested applications will be provided for fulfillers when they view the item so that they can quickly reference the systems that need to be completed in order to fulfill the request.

Accessing the HCD Systems Access Form via HCD Portal

Click the HCD Systems Access Form link in the “Home” group:
AskHCD Hyperlink on Submit Form

Begin submission of an AskHCD request, then select “HCD Systems Access Request” for both Category and Category Details. A link will be presented for the HCD Systems Access Form, along with a checklist for indicating the systems that are being requested.

Completing the HCD Systems Access Form

To Complete the HCD Systems Access Form:

1. Select the Action Required: Add, Modify, Delete, or Recertify

2. Sign by typing name and Date

3. Select the role(s) that are requested for each desired system.

4. Obtain signature (by typing name) (along with printed name and date) from Authorization Official
5. Save the form (File > Save As > Name)
Submitting HCD Systems Access Request in AskHCD

1. Begin an AskHCD Request via the HCD Portal
2. Select “HCD Systems Access Form” for Category/Category Details
3. Check requested systems in the checklist that is presented
4. Attach completed HCD Systems Access Form by selecting blue “Attach File” button

5. Add a description text in the Description field to state “This is a request for access for <System Name> for user <Name> and please accept the form attached in lieu of signatures.
6. Click OK to submit.