



User Information	SS #	<input type="text"/>	Agency Code	<input type="text"/>	Authorized Civil Service User ID Approved User ID <input type="text"/>	
	Name	<input type="text"/>				
	Last	<input type="text"/>				
	First	<input type="text"/>	M.I.	<input type="text"/>		
	Title	<input type="text"/>				
Work Phone	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	E-Mail Address	<input type="text"/>

Personal Privacy Protection Law Notification

The information you provide on this application is being requested for the principal purpose of processing a request for access to one or more information data base systems. The information will be used in accordance with Section subdivisions (b), (e) and (f). Failure to provide the information requested may prevent this agency from processing your request. This information will be maintained by the Director, Information Resource Management, NYS Department of Civil Service, Albany, NY 12239. For information concerning the Personnel Privacy Protection Law, call (518) 457-9375.

Mailing Address	Agency Name	<input type="text"/>									
	Bldg./Rm.	<input type="text"/>									
	Street	<input type="text"/>									
	City	<input type="text"/>					State	<input type="text"/>	ZIP Code	<input type="text"/>	

Check Action To Be Taken and Access Privileges	CIVIL SERVICE SYSTEMS	
	Permissions	<input type="checkbox"/> New ID <input type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Delete
	Reemployment List Certifications	Accident Reporting System (ARS)
	<input type="checkbox"/> View Reemployment Certifications	<input type="checkbox"/> Personnel Administrator
	<input type="checkbox"/> Post Reemployment Appointments and Declinations	<input type="checkbox"/> Health/Safety Administrator
	Access to Eligible Lists (ELMS)	Other Systems
<input type="checkbox"/> View	<input type="checkbox"/> Title and Transfer Reference (TTRS)	
<input type="checkbox"/> Request	<input type="checkbox"/> Benefits Eligibility and Accounting (NYBEAS)	
Electronic Reemployment & Card System (ERCS)	<input type="checkbox"/> HBA On-Line	
<input type="checkbox"/> Working permissions		
<input type="checkbox"/> Supervisory permissions		

For Access to: **NYSTEP use form IRM-303**

Agency Authorization	I authorize the person named above to have access to the application identified above. I am requesting that the Department assign a user Identification number to this employee.			
	Signature	Date		
	Name (Please Print)	Title	Telephone No.	FAX #
	Send Completed Forms To: IRM HELP DESK		NYS Department of Civil Service Albany, NY 12239	
		Or Fax To: 518-485-5588		