

*This form must be completed by any user requesting access to HPC resources.*

*Upon completion, please return it via e-mail to your S/AAA.*

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**New Account Request Form**

Full Legal Name(First Middle Last): \_\_\_\_\_  
Nickname: \_\_\_\_\_  
Title (Mr., Ms., Dr., Military Rank): \_\_\_\_\_  
Requested Realm (HPCMP.HPC.MIL or ORS.HPC.MIL): \_\_\_\_\_  
Your Company's or Organization's Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
DoD Organization ID: \_\_\_\_\_  
Citizenship: \_\_\_\_\_

|                                                                                                                                                                                                                        |
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| <p>If you are <b><i>not a USA citizen</i></b>, please indicate if you are an immigrant alien or not:<br/>Yes: _____<br/>No: _____</p> <p>Do you have Dual Citizenship?<br/>Yes: _____ Country: _____<br/>No: _____</p> |
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**MAILING ADDRESS:**

**(Please do NOT give post office box info)**

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Street Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Country: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

Phone Number (include area code): \_\_\_\_\_  
FAX (include area code): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Alternate E-mail Address: \_\_\_\_\_

Preferred User ID  
(include 2 or three choices): \_\_\_\_\_

Preferred Shell: \_\_\_\_\_

< Available options are: C Shell, Bourne, Korn, Extended C Shell, Z Shell, GNU Bourne-again Shell >

Are you a government employee? **Yes/No** \_\_\_\_\_

If no, who is your government sponsor:

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Do you presently have a background investigation in place? **Yes/No** \_\_\_\_\_

If "Yes", what Company/Organization holds your background investigation?

\_\_\_\_\_

### **Direction for obtaining the Subject Name:**

1. Open 'ActivClient' (In Window OS this should be available in the lower-right corner by clicking the "Show hidden icons" up arrow (^), and then clicking the "ActivClient Agent" icon (looks like a CAC reader))
2. Click "My Certificates"
3. Double click any of the certificates
4. Click "Details"
5. Click on the field labeled "Subject"

The "Subject Name" details appear in the text box below the table once "Subject" is clicked. They look similar to the following:

CN=SMITH.JOHN.J.1234567890

OU=USA

OU=PKI

OU=DoD

O=U.S. Government

C=US

**Copy and Paste the information here:** \_\_\_\_\_

***This completed form must be sent to your S/AAA***