JACIP New External User Request Form

Instructions

The JACIP New User Request Form is used to modify and create new external JACIP user accounts. Complete and submit this form to request access to JACIP. All new requests will be verified with the airports Authorized Official before access is granted.

Begin by selecting if you are adding, editing, or removing and existing user.

Section 1: User Information

Name: Last = User's legal last name.
First = User's legal first name.
M.I. = User's middle initial if applicable

Email Address: Enter your email address, it must be unique to you, the system will not allow for multiple users using the same email address.

Phone Number: Your primary business contact number

Section 2: Airport Information

Airport or Sponsor Name: Enter the name of the Airport or Authority you will needs access to.
Phone Number: Enter the phone number of the airport or authority.
Address: Enter the address of the airport or authority.
City: Enter the city for the address used above.
State: Enter the state abbreviation for the address above.
Zip code: Enter the zip code for the address above.
Airport or Sponsor FEIN/SSN: Enter the last four digits of the Federal Employer Identification Number (FEIN) to incorporated facilities or authorities. For facilities that are privately owned that do not possess a FEIN please enter the last four digits of your Social Security Number (SSN).

Section 2: Business Information – For Consultants Only

Company Name: Enter the name of your employer.
Phone Number: Enter your employer's phone number.
Address: Enter your employer's address.
City: Enter the city of your employer's address.
State: Enter the state of your employers address.
Zip: Enter the zip code of your employers address.
Employer FEIN: Enter the last four digits of your employers FEIN.

Section 3: User Access

Access level: Specify what level of access you will need.
Current user: Specify if you are a current JACIP user, this is necessary if changing or removing JACIP access.

Section 4: Acknowledgement of PennDOT Information Technology (IT) Policies and Standards:

Check the box to acknowledge you have read and understand PennDOT policies and standards for using Commonwealth IT resources.

Once you have completed all of the required fields, marked in red, you will be able to electronically submit your form for PennDOT review.

JACIP User Request Form

Add New User   Edit Existing User   Remove Existing User

Section 1: User Information

Name: (Last) _____ (First) _____ (M.I) ____

Phone #: _____ E-mail: _____

Section 2: Airport Information

Airport or Sponsor Name: _____ Phone #: _____

Address: _____

 City: _____ Zip: _____

Last Four Digits of Airport or Sponsor FEIN\SSN: _____

Business Information – For Consultants Only

Company Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Last Four Digits of Employer FEIN: _____

Section 3: User Access

What access level does this user need?

    Authorized Official   Consultant   Application Manager

Is this user currently a JACIP user?   Yes   No

Section 4: Acknowledgement of PennDOT IT Policy's and Standards

Checking this box acknowledges that the authorized user agrees to:

1. To keep usernames and passwords confidential and not share them with other users.
2. Report any problems or security concerns to the JACIP Help Desk.
3. Review the Commonwealth's Management Directive 205.34 and be in compliance with all appropriate sections.
4. Use Commonwealth systems appropriately and within standards for the acceptable use of IT resources on Commonwealth owned or leased servers/computers.

If you need assistance, please contact the JACIP Help Desk at ra-pdjaciphelp@pa.gov. Please include your name and phone number should we need to contact you.

User Roles:

The below user roles are scheduled to take effect in July 2016.

Authorized Official – The person with this role should be the airport or sponsor employee who is authorized to sign for grants and apply for funding. In most cases your JACIP Authorized Official will also be your dotGrants authorized official. This user has the ability to create and submit both project requests and data sheets.

Application Manager – The person with this role is any employee of the airport or sponsor who is authorized to submit project requests behalf of the authorized official with the exception of a consultant. This user has the ability to create and submit project requests, this user is also able to create data sheets but cannot submit them.

Consultant – This person is a consultant employed by the airport or sponsor. This user has the ability to create both project requests and data sheets but cannot submit them to the bureau for review.