

**EMPOWHR  
REQUEST FOR SECURITY ACCESS**

<b>Employee Name:</b>	
<b>Employee ID:</b>	
<b>Sub-Agency/Agency:</b>	
<b>Submitting Office (SON):</b>	
<b>Access for Service Areas:</b>  <b>(List the states, agencies and/or dept id(s) that you service in your role)</b>	<b>Nationwide Access for Agency: YES_____ NO_____</b>  <p style="text-align: center;"><b>OR</b></p> <b>State(s): _____</b> <b>Agency(s): _____</b> <b>Department ID(s): _____</b>
<b>Role/Modification: (Check all that apply)</b>	HR Processor ( ) Training Officer ( ) Training Processor ( ) Nat'l Training Administrator ( ) Distributed Security Administrator ( ) Other ( ) Explain in Remarks
<b>Name &amp; User ID for Employee to be copied (Copy roles of this ID)</b>	
<b>Requested By:</b> <b>Title:</b> <b>Email Address:</b> <b>Phone Number:</b> <b>Fax Number:</b>	
<b>Reviewed by Security Administrator:</b>	
<b>Date:</b>	
<b>Remarks:</b>	