



**COUNTY OF LOS ANGELES
DOWNEY DATA CENTER REGISTRATION
For L.A. COUNTY EMPLOYEES**

PROFILE INFORMATION — print or type completing boxes 1 – 9

| | | |
|---|---|--------------------------|
| (1) DATE OF REQUEST | (2) TYPE OF REQUEST (Check One) <input type="checkbox"/> REPLACE LOST/STOLEN SECUREID TOKEN <input type="checkbox"/> ADD NEW LOGON ID <input type="checkbox"/> CHANGE LOGON ID ACCESS <input type="checkbox"/> DELETE LOGON ID | (3) LA COUNTY EMPLOYEE # |
| (4) LAST NAME, FIRST NAME MI | | (5) E-MAIL ADDRESS |
| (6) COUNTY DEPARTMENT NAME/DIVISION NAME | | (7) COUNTY DEPARTMENT # |
| (8) WORK MAILING ADDRESS (STREET, CITY, STATE, ZIP) | | (9) WORK PHONE # |

IBM DATA CENTER ACCESS — complete each area for required access, as defined by your management.

| | | | |
|--------------------|-------------------------------|-----------------------------|-----------------------------|
| (10) LOGON ID E | (11) 2-DIGIT MAJOR GROUP CODE | (12) 2-DIGIT LSO GROUP CODE | (13) SECURITY AUTHORIZATION |
|--------------------|-------------------------------|-----------------------------|-----------------------------|

TSO ACCESS — check box for access and complete fields 10, 11, 12 and 14. Fields with an asterisk are optional.

| | | | | |
|---------------------------|-------------------|--------------------|--------------------|--------------------|
| (14) 2-DIGIT TSO GRP CODE | (15) BIN NUMBER * | (16) SUG-GROUP 1 * | (17) SUB-GROUP 2 * | (18) SUB-GROUP 3 * |
|---------------------------|-------------------|--------------------|--------------------|--------------------|

ONLINE ACCESS — check box for access and complete fields 10, 11, 12, 19, and 20. Fields with an asterisk are optional.

| | | | |
|-------------------------|---------------------------------|--------------------------------|--|
| (19) SYSTEM APPLICATION | (20) GRP NAME / NATURAL PROFILE | (21) OLD GRP/NATURAL PROFILE * | DMV/JAI/APS APPLIATION COORDINATORS ONLY |
| | | | APS A/O: _____ |
| | | | DMV SYSTEM CODE: _____ |
| | | | JAI SYSTEM LOCATION: _____ |

UNIX ENVIRONMENT ACCESS — complete for required access, as defined by your management.

| | | | |
|---|------------------|-------------------|---------------------|
| (22) TYPE OF REQUEST (Check One) <input type="checkbox"/> ADD NEW LOGON ID <input type="checkbox"/> CHANGE LOGON ID ACCESS <input type="checkbox"/> DELETE LOGON ID | | | |
| (23) LOGON ID | (24) APPLICATION | (25) ACCESS GROUP | (26) ACCOUNT NUMBER |

SECURID REMOTE ACCESS — complete each area as required. Your e-mail address is required, see box #5.

(27) BILLING ACCOUNT NUMBER for SecurID Token: _____ (28) ACCESS TYPE: SecurID VPN
Adaptive Authentication VPN

SECURITY STATEMENT

Before connecting to the County network you must install anti-virus software, and stay up-to-date with definitions, Microsoft patches (critical and security) and service packs. A Firewall, either a hardware firewall or personal firewall software, is required for those using broadband Internet access (DSL, ISDN, cable modem, etc.). You agree not to share your logon id, password and SecurID passcode with others.

SIGNATURES — each signature entry must be completed in full.

Your signature indicates that you have read and will comply with the above security statement.

(29) CUSTOMER'S SIGNATURE _____

| | | | |
|--------------------------|--------------|---------------------------|-----------|
| (30) MANAGER'S SIGNATURE | (31) PHONE # | (32) PRINT MANAGER'S NAME | (33) DATE |
|--------------------------|--------------|---------------------------|-----------|

If you have indicated a need to access a system not owned by your department, concurrence from the other department(s) is required.

| | | | |
|--|--------------|-------------------------------------|-----------|
| (34) APPLICATION COORDINATOR'S SIGNATURE | (35) PHONE # | (36) PRINT APPL. COORDINATOR'S NAME | (37) DATE |
|--|--------------|-------------------------------------|-----------|

WARNING: FAILURE TO FULLY COMPLETE & SIGN THIS FORM WILL CAUSE A DELAY IN PROCESSING.

You may submit completed registration form to ISDRegistration@isd.lacounty.gov or ISD Registration office at 9150 E. Imperial Hwy, Downey, CA 90242 Mail Stop # 29 to process.

For any questions related to registration please call (562) 658-1881.