



TRACS User Administrator Appointment Form

The following individuals are hereby appointed to serve as TRACS User Administrators for my organization. TRACS User Administrators accept responsibility for reviewing system access requests, verifying the identity and roles of individuals within the organization, and assigning permissions consistent with system roles. In addition, TRACS User Administrators agree to perform semi-annual review of organizational user accounts and permissions, and to document results with an email to the TRACS Help Desk consistent with federal system security requirements.

User Administrator (Primary):

First Name: _____

Last Name: _____

Organization: _____

Job Title: _____

Business Phone Number: _____

Business Email Address: _____

User Administrator (Alternate):

First Name: _____

Last Name: _____

Organization: _____

Job Title: _____

Business Phone Number: _____

Business Email Address: _____

Signature: _____ **Date:** _____

Name: _____

*Please email this Appointment Form under the subject header "TRACS User Administrator Appointment" to the TRACS Help Desk at tracs-helpdesk@fws.gov . If necessary, use multiple forms to designate additional user administrators for your organization.