

SAM WORKORDER

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Todays Date: 2/9/2024
 Date Required: _____

Mail Stop
 07-0150
 07-0150

Route
 Security
 Network Services
 DOA

Email To dol.help@alaska.gov
Initial / Date

Note: Orders will be processed in the order received and based on departmental priorities. **Allow a minimum of 5 working days.**

Print Clearly

Last Name	First Name	M.I.	Employee ID # or Alaska Driver's License #	Work Phone
Title (Please write out-do not abbreviate)		Division/Section		City
Name of Supervisor (please print)		Work Phone (Supervisor's)	Supervisors Signature (Required)	
(Write in below if known) LOGONID: <input style="width: 150px; height: 15px;" type="text"/>		Email: _____		SAM: <input type="checkbox"/> Reader <input type="checkbox"/> Inactivate <input type="checkbox"/> Auditor <input type="checkbox"/> Delegate
Are you a contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No			Please describe business need for request:	

I have read the information on the next page of this form and acknowledge the policy regarding password confidentiality. I have also read and signed the department's Confidentiality Acknowledgement form.

Signature _____ Date _____

CUSTOMER ACKNOWLEDGEMENT

As a computer user, I acknowledge that misuse of computing resources is a criminal activity, punishable under Alaska law (portions of which are reprinted below). I certify that I have read and understood my legal responsibility under the following:

"Sec. 22.46.484. **Criminal Mischief in the Third Degree.** (a) A person commits the crime of criminal mischief in the third degree if, having no right to do so or any reasonable ground to believe the person has such a right...(5) the person knowingly accesses a computer, computer system, computer program, computer network, or any part of a computer system or network..."

"Sec. 11.46.740. **Criminal Use of a Computer.** (a) A person commits the offense of criminal use of a computer if, having no right to do so or any reasonable ground to believe the person has such a right, the person knowingly accesses or causes to be accessed a computer, computer system, computer program, computer network, or any part of a computer system or network, as a result of that access (1) obtains information concerning a person; or (2) introduces false information into a computer, computer system, or computer network with the intent to damage or enhance the data record of a person. (b) Criminal use of a computer is a class C felony."

Statement of Policy of Password Confidentiality

By signing this request, I hereby agree that passwords allowing access to the Alaska Department of Labor's Data Processing Systems will be used solely for the performance of my authorized job functions. I also acknowledge that I will take necessary precautions to prevent its unauthorized disclosure to others, and that its use by anyone else is prohibited and will be reported to my supervisor immediately.

This form must be completed and signed by both the employee and the supervisor before access to the system will be granted. Please return the completed form to:

Alaska Department of Labor
 Data Security -Room 114
 P.O. Box 21149, Mail Stop 0150
 Juneau, Alaska 99811-1149
 Help Desk 907-465-4895
 FAX 907-465-5788

(office use only)

LAN USER ID: _____ CICSID: _____ NAME: _____		Mail No.
PC Type	Serial No.	Tag No.
Terminal Type	Serial No.	Tag No.
Wire No. _____ Cable ID. _____	Date Connected _____ By: _____	

(office use only)

_____ Signature of Department's fiscally responsible person		_____ Date	
Printed Name & Title: Myron Davis, Data Processing Manager			
Department/Division Department of LABOR/Administrative Services Division/Data Processing			
Mailing Address	P.O. Box 111149 Juneau, AK 99811-1149	Mail Stop 0700/0150	Telephone (907)465-4895