



## SANAR Completion Instructions

Employees who require access to the personnel databases to accomplish work requirements, must first establish an Army Knowledge On-Line (AKO) account (if the employee already has an AKO account, there is no need to attempt to create a second AKO account). Please visit the AKO web site to create a new account and/or to verify that the employee is able to successfully access AKO:

<https://www.us.army.mil>

Once the employee has an AKO account, they need to download the MDCPDS user-id request form from the HR home page and send the completed form to me.

Please visit the HR home page: <http://www.spd.usace.army.mil/hr.html>

Select the "Modern System" button along the left and you will see this paragraph listed:

**MDCPDS New User-id Request Form - revision 22 June 2001, all older forms will no longer be accepted. Do you require access to the personnel database systems? If yes, download and complete (in hard copy) the MDCPDS New User-id Request Form. This form requires four signatures: the employee requesting the new user-id; the employee's supervisor; the employee's Security Manager; and the employee's local IASO. Once the form is completed it should be mailed to Dawn Palma, CESPД-HR. Please mail the original form, with original signatures. Once the form is received by Dawn, she will work with the West CPOC to get the new account established.**

When you click on the link (on the HR web page) the form will open in it's own window in PDF format. You will need to print the form and complete it in hard-copy.

Instructions for the blocks on the SANAR form:

- 1 - leave blank
- 2, 3, 6, 7, 8, 10 - self-explanatory
- 4 - leave blank
- 5 - MDCPDS access for personnel actions, and indicate the level of access the employee needs (e.g., RPA requester, RPA authorizer, Resource Management (RM), etc.). If the employee is part of RM, indicate if they require access to the RM group box. If the employee is the local Training Coordinator, indicate if they need access to ORACLE Training Administrator (OTA).
- 9 - leave blank
- 11 - AKO e-mail address
- 12 - user's signature and date
- 13 - most positions are "nonsensitive"
- 14-16 - self-explanatory
- 17 - supervisor's signature and date
- 18-21 - completed by security manager
- 22 - security manager's signature and date
- 23-25 - local Information Assurance Security Officer (IASO)
- 26 - your local IASO's signature and date

Please mail your completed forms to me as I must have the original form with original signatures before new accounts can be created. Typically, new accounts are created within 1-2 weeks from the time I receive the completed form.