

Email Notifications

Request access to a project email:

Greetings,

The NOAA R&D HPCS Program has recently implemented an application to improve ease of use and provide consistent processing of users account requests. This tool will provide a standard process for requesting access to all R&D resources and to promote security, confidentiality, integrity, and availability of the R&D HPCS information. The Account Information Management (AIM) System is now available across the program. All users of these resources must comply with the following items before access is granted:

- 1. use their NOAA email address for HPC communication;
- 2. complete the NOAA ITSAC training (1 hour of security training); and
- 3. initiate or complete their background check with the NOAA Personnel Security Office. This can take up to 6 -8 weeks to complete.

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**Initial email to PI and with the weekly pending requests:**

Greetings,

The NOAA R&D HPCS Program has instituted an application to facilitate easy and consistent processing of users access requests. The Account Information Management (AIM) System is now available across the program. You are receiving this email because you have been identified as a Principal Investigator (PI) and you are responsible for approving user access requests to specific projects. This new tool will send you an email to notify you about each user who has requested access to the project for which you are a PI. Using this new tool will enable you to easily approve or deny this request.

Here is a link to the pending new requests. Please take a moment to approve or deny your users.  
[https://rdhpcs-s.noaa.gov/acctmgmt/cgi-bin/request\\_report.pl?new](https://rdhpcs-s.noaa.gov/acctmgmt/cgi-bin/request_report.pl?new)

Please notify your users that they must comply with the following items before access is granted:

- 1. use their NOAA email address for HPC communications;
- 2. complete the NOAA ITSAC training (1 hour of security training); and
- 3. if the user does not have a CAC card, the user will need to initiate or complete their background check with the NOAA Personnel Security Office. This can take up to 6 -8 weeks to complete. You or your line office's Trusted Agent will need to forward their OSY clearance email to [rdhpcs.aim.help@noaa.gov](mailto:rdhpcs.aim.help@noaa.gov).
- 4. if the user is a foreign national, please ensure they have completed the FN Visitor paperwork too.

Please communicate all suggestions, issues, questions and concerns via email at [rdhpcs.aim.help@noaa.gov](mailto:rdhpcs.aim.help@noaa.gov).

Thank you, the HPCS Management Team

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User Verification Email

You are receiving this email because you have indicated your desire for an R&D HPCS account.

1. Go to <https://rdhpcs-s.noaa.gov/acctmgmt/> Depending on usage, the site is sometimes slow so you might need to reload it. There is a self-signed certificate that you will have to accept; we are working on correcting this.
2. You will need to provide your NOAA User Email Name - if your email address is john.smith@noaa.gov your NOAA User Email Name is just john.smith. You will login with your NOAA password.
3. This will bring you to the first page of the Account Information Management System (AIM) screen.
4. Please select the link "Request new access to a project".
5. Please verify ALL the fields on the screen have the correct information displayed. You may enter, correct, or remove information. Please fill in any missing information so that we have a complete record.
6. You must provide a yes or no answer in the following field, which is required: I have a valid CAC Yes/No - if Yes, enter your CAC number and expiration date. See image at bottom of email for more information.
7. Please provide citizen status in the required field: Are you a US Citizen Yes/No - if No, enter the name of country where your current Citizenship is provided and fill in the Foreign National Sponsor Information. If Yes, skip to the next section on the form.
8. The check boxes in the, Remote Access IT Security, must be acknowledged by you. By clicking on the check boxes you are acknowledging that you've read and understand the remote access policy and the DOC IT security policy. A link to the IT security policy is located on the AIM home page.
9. Once you have completed all items listed above, you'll see the Verified section with a check box, "To the best of my knowledge this information is correct". You must select this box prior to final submission of your request.
10. Request Access, please select the project you are requesting access to and the justification for access.
11. Finally, select the "Submit Request" button.
12. YEAH you are done! Thank you very much.

Please communicate all suggestions, issues, questions and concerns via email to rdhpcs.aim.help@noaa.gov. Thank you, the HPCS Management Team

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