Submit or Approve a Systems Access Request

ℹ SAM indicates that you are an **Employee, Security Officer**.

Would you like to request or approve systems access?

Request New Access for Myself	**Request New Access for Someone Else**	**View my Pending Worklist**

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Welcome to SAM!

• The **Systems Access Management (SAM)** automated application, is SSA's primary vehicle for documenting the authorization and creation of new accounts and access for employees, contractors or agency affiliates for various systems access requests. SAM enables employees, contractors, managers and security officers with the ability to request and approve systems access requests associated with Production, ESEF and Integration PINs, and corresponding system access modifications.

• **Triennial Certification (TEC)** is a customized electronic tool developed to standardize the review and certification of user access to SSA's production systems and to capture and store documentation of the access review. Click here to access TEC documentation

Electronic SSA-120

Access to SSA systems and resources is based on a least privilege and need to know basis. This application is designed to replace the paper process for requesting a new PIN or to make changes to the employee's PIN as required by an appropriate security officer.

The Electronic SSA-120 allows a request for access to be completed, approved or denied online. The application eliminates the need for a wet-signature paper copy, increases processing time, and alleviates the storage of large volumes of paper records.

The Electronic SSA-120 operates via a series of tabs at the top of the form. The requestor begins with the Main Form tab. This portion of the form is similar to the paper version, except for the fact that the requesting official must attest that they have explained and provided a copy of the security requirements to the applicant. When the requestor has completed their portion of the form he will submit the form and advance it to the next tab. The same user completes the first two tabs.

It is important for the requestor to complete and submit the second tab as this triggers the email to your security officer and provides information that will be necessary to process your request. When this is done, the form will automatically be sent by email to the next level of authority for review and approval. The requester will also receive a confirmation that their form has been sent. When a final decision has been made, the initial requester will receive an email notification of the decision.

The requestor must complete and submit the second tab as it initiates an email that is sent to the requestor's approver (security officer). The request is sent automatically by email to the requestor's security officer for review and approval. The requestor will receive a confirmation that their request has been sent. The requestor will receive an email notification after the approver (security officer) has applied an approved or denied status to the request.

Component managers may track requests from their component through various reports available on the left side of this application. These reports will indicate what is pending for the component as well as the disposition of completed forms. The reports may be sorted by any of the columns. The PIN associated with the request is also listed in the pending requests section for use by the security officer in processing the TOP SECRET action.

Please use the links to the left to view a quick-start guide and user guide for both a Requestor and Approver.

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Application For Access to SSA Systems

| Main Form | Requester's Management Authority | Reviewing Security Authority | Final Approving Authority |

1. Applicant Information

○ SSA Employee
○ Non SSA Employee (Please Specify) See Instructions
Select one of the Following: [Select one of the following ▼]

2. Type of Request

◉ A. Create New   ○ B. Change Access/Loc/Org

Create New
◉ PIN   PIN [   ]
○ TSO ID   TSO ID [   ]

3A. Environment for Access (Check only one)

○ Production
○ LAN Only
○ Integration
○ ESEF (Complete block 3B.)

3B. ESEF Only (Check all that apply)

☐ ESEF TSO/Batch
☐ ESEF CICS Test
☐ ESEF CICS Validation

4. Last Name [   ] **First (OFFICIAL)** [   ] **MI** [   ] **5. Social Security Number** [   ] **6. Office/Branch Code** [LCL   ]

7. SSA Component Name or External Organization Name [   ] **8. Position Title (See instructions)** [   ]

9. Justification/Remarks (Must be entered)   (You may enter up to 1000 characters.)

[   ]

[1000] characters left

11A. Applicant's Signature
[No Signature Required-Completed Electronically]

11B. Date
[06/18/14]

11C. Telephone
[   ]

☐ ALAN SORIANO 06/18/14 - I have explained and provided a copy of the security requirements to the applicant.

PRIVACY ACT STATEMENT
Collection and Use of Personal Information

44 U.S.C. § 3543 of the Federal Information Security Management Act of 2002, and Section 205(a) of the Social Security Act, as amended, authorize us to collect this information. We will use the information you provide to grant and limit access to SSA computer-based information resources. The information you furnish on this form is voluntary. However, failure to provide us with the requested information could prevent us from providing you access

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Pending Requests

Today is Wednesday, June 18, 2014.
Welcome ALAN SORIANO !
These are the requests pending for LCL.

Display 10 ▾ records   Search: [   ]

SSA-120 Access Requests				
Date Submitted	**Lastname**	**Firstname**	**Office Code**	**SAC**
No data available in table				

Showing 0 to 0 of 0 entries

First | Previous | Next | Last

For problems on this webpage contact the National Network Service Center, 1-877-697-4889 opt 4.

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Display 10 ▾ records   Search: [   ]

SSA-120 Access Requests							
Date Submitted	Lastname	Firstname	Office Code	SAC	Region/ Component	Completed Date	Processed PIN
No data available in table							

Showing 0 to 0 of 0 entries

| First | Previous | Next | Last |

For problems on this webpage contact the National Network Service Center, 1-877-697-4889 opt 4.

SSA will insert the following revised Privacy Act Statement into the form as soon as possible:

Privacy Act Statement
Collection and Use of Personal Information

Section 205(a) of the Social Security Act, as amended, 5 U.S.C. § 552a(e)(10), and 44 U.S.C. § 3553 allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may affect your ability to access the agency's information technology systems and resources.

We will use the information to authorize access to the agency's information technology systems. We may also share your information for the following purposes, called routine uses:

1. To notify another Federal agency when, or verify whether, a PIV card is no longer valid; and

2. We may disclose information to appropriate Federal, State, and local agencies, entities, and persons when (1) we suspect or confirm that the security or confidentiality of information in this system of records has been compromised; (2) we determine that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs of SSA that rely upon the compromised information; and (3) we determine that disclosing the information to such agencies, entities, and persons is necessary to assist in our efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm. SSA will use this routine use to respond only to those incidents involving an unintentional release of its records.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notices (SORN) 60-0214, entitled Personal Identification Number File, and 60-0361, entitled Identity Management System. Additional information and a full listing of all our SORNs are available on our website at www.socialsecurity.gov/foia/bluebook.