

**US Department of the Interior (DOI)
HFPAS Project Priority System (PPS) Rules of Behavior**

The following are rules of behavior for obtaining write access to the PPS database.

Website User ID and Password:

Each person entering data into the PPS database has been assigned a User ID and password. Users are prohibited from sharing this User ID or password. While restrictions are imposed on passwords by the system, users are ultimately responsible for their security and obligated to select complex and difficult to guess passwords that minimize the risk of having the system compromised as a result of poor password selection. If exposed or compromised, the password must be changed immediately. In the event that a user's duties are modified and no longer include DOI PPS responsibilities, the DOI PPS contact (see below) must be immediately notified.

User Accountability:

Users are responsible for all actions associated with their User ID and may be held liable for unauthorized use or actions found to be intentional, malicious, or negligent.

Data Modification or Destruction:

Users are strictly prohibited from intentionally entering, modifying, or deleting information for projects not under their jurisdiction.

User Responsibility:

Data entry users are required to maintain current IT Security Training certification as required by all federal agencies for use of any federal computer equipment.

Users are additionally responsible for following the above general computer use and security rules and for implementing all the appropriate controls necessary to protect the information they have access to.

HFPAS Project Priority System (PPS)

Login Request Form

I have read and agree to the Rules of Behavior for obtaining write access to the PPS database. My IT Security Training certification is current with the federal agency of my employment.

Name: _____

Agency: _____

Region: _____

Unit: _____

Email: _____

Primary Phone #: _____ Cell Phone #: _____

Alternate Phone #: _____ Pager #: _____

Signature: _____ Date: _____

Please fax or e-mail the completed form to the DOI PPS Contact:

Susan Goodman

Email: Susan_Goodman@ios.doi.gov

Voice number: 303-236-2907

FAX number: 303-202-4354