

IQCS User Account

Follow this process if you are requesting any of the following:

- New user account
- Transfer organizations
- Temporary detail requiring access/role changes
- Reactivation of a closed account

Requester

1. Complete the IQCS User Account Form

- The fillable PDF form will need to be completed by the requester. It can be downloaded and saved on your local computer or network.
 - **Request Type:** Check New or Change. For Change, include your IQCS user name.
 - **Personal Information:** Fill out personal information fields.
 - Only enter your work/agency email.
 - **Supervisor Information:** Fill out supervisor information fields.
 - **Supervisor Authorization:** The supervisor authorization is required as an acknowledgement that there is a significant work load to being an IQCS account holder.
 - **User Roles:** Identify roles by selecting an action.
 - Select the link to the IQCS Role Matrix to help identify the needed role(s).
 - **Add:** Select to have role added to your user account.
 - **Remove:** Select to have role removed/deleted from your user account.
 - **User Role Training:** Training certificate(s) must be submitted with the account request for the roles being requested. See number 2 below.
 - **Organization Code Access:** Identify the organizational codes and the required action. DO NOT enter a Unit ID, ONLY enter an Org Code.
 - Select the Org Codes links for help determining access.
 - Access to another agency other than your own will require authorization from that agency.
 - **Add:** Select to have access to the identified Org Code added to your account
 - **Remove:** Select to have access to the identified Org Code removed from your account.
 - **Include Lower Levels:** Select to have the above action (Add or Removed) to all lower level organizations.
 - **Detail:** Identify if this request is the result of a detail and the start and end dates.
 - **Agency Authorization:** Leave blank, this is reserved for the Regional agency representative authorization.

2. Complete IQCS Training

- IQCS training must be completed prior to an account being created or changed.
 - **New Accounts:** Online training is required for all new accounts. Core module is required for all new accounts.
 - **Existing Accounts:** If you are requesting a role you have not had in the past two years, or you have not completed training in the past two years, you must complete the online training for the role(s) requested.
 - **Reactivating Accounts:** If your account has been deactivated more than 2 years ago and you have not completed an IQCS course within the last two years, you must complete the IQCS online training for the role(s) requested.
- Training certificate(s) must be submitted with the completed account request for the roles being requested.
- Classroom training certificates will no longer be accepted.

3. Submit Request to Regional Agency Representative

- Submit completed form and training certificates to your Regional Agency Representative to be processed.
- Request submitted directly to IQCS will not be processed.

Regional Agency Representative

All agencies have agreed that the account requests must be vetted at a regional/state level.

1. Review submitted request for accuracy and completeness.
 - If access to another agency is requested, you must ensure that authorization from that agency has been received at the local and regional/state level.
2. Approved requests: submit form and training certificates.
 - BLM, BIA, NPS, TNC, USFS:
 - Request sent to IQCS by submitting an online IQCS Help Request or email to blm_fa_iqcs@blm.gov.
 - DOI (BOR, BOEM, BSEE, etc.), FWS, USAF: Requires CMB agency representative approval

CMB Agency Representative

1. Review submitted request for accuracy and completeness.
2. Forward approved requests with all supporting documentation to IQCS by submitting an online IQCS Help Request form or email to blm_fa_iqcs@blm.gov