



# DocumentDirect Mainframe Report Request Add/Delete Access

This request form is used by [Information Security Officers \(ISOs\)](#) at authorized agencies and educational organizations to request access to [DocumentDirect for the Internet](#) (DDI) for specific Mainframe Reports. Once complete, the submitted form must be routed using [secure e-mail](#) from the requesting agency ISO to the approving agency ISO. Users are required to have an ACF2 (Access Control Facility) Logon ID for Mainframe access prior to being granted DDI access.

**Instructions:** The requesting ISO completes and saves the form and then emails the completed form using [secure email](#) to the applicable approving ISO. The approving ISO forwards the form and approval via [secure email](#) to [DTI\\_ServiceDesk@state.de.us](mailto:DTI_ServiceDesk@state.de.us) and copies [DTI\\_Docdir@state.de.us](mailto:DTI_Docdir@state.de.us) and the requesting ISO. NOTE: K12, Higher Education and other organizations that do not have access to the State domain must also acquire a Secure Socket Layer-Virtual Protocol Network (SSL-VPN) account to gain access to state resources from outside the network.

**Requester Full Name:**

**Phone #:**

**Department:**

**Division:**

**Requestors ISO:**

**Phone #:**

**Requesting Access For:**

Last Name	First Name	ACF2 ID	Action	Last Name	First Name	ACF2 ID	Action
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**Requesting Access For the following reports:**

**Approving Agency ISO**

**Report #**

**Report Description**

<http://iso.delaware.gov/pdfs/ISOMasterList.pdf>

The DTI's DDI Administrator closes out the Service Request with the Service Desk and ensures that the requesting and approving ISO(s) are aware that access was granted. Once inside DDI, a user guide and reference manual is available.

Email questions or concerns to [DTI\\_Docdir@state.de.us](mailto:DTI_Docdir@state.de.us).

**DDI Administrator Use Only:**

**Date Request Received:**

**Date Request Completed:**