



United States Department of State
Public Diplomacy Content Management System (CMS)
Access Request Form

IIP/W USE ONLY

UID	
PW	
CITY	
COUNTRY	

PLEASE SUBMIT ONE FORM PER CMS USER.
READ & COMPLETE ALL * FIELDS – INCOMPLETE FORMS WILL NOT BE ACCEPTED
Send completed forms to the IIP/W CMS Team, SA-44, Room 566. Fax: (202) 203-7800

Date CMS Access Form submitted [print date]*:

Please create a user account for the CMS site(s) listed below, using the example format [print name of website(s)]*:
 Example: france.cms.getusinfo.com

INCLUDE ALL LANGUAGE SITE URLs, IF APPLICABLE (for example: france-fr.cms.getusinfo.com)

User's Full Name (First MI Last)*:	
User's Email Address (state.gov only)*:	
User's Telephone Number*:	
User's Office & Post (ex: Consular, Paris)*:	
User's Title*:	

This request is for (check only one)*:	Request User Access	Remove User		
This user is (check only one)*:	Permanent	Contractor	TDY	Intern
If user is TDY, Intern or Temporary, please provide expected departure date:				

This user has completed CMS training (with official CMS trainer OR at post with experienced CMS user)*

YES NO

Users will not be granted access until training is completed

User needs access to (check all that apply)*:

CMS User Login	Webstats/Webtrends
Media Management Tool	Other (blogs, static sites, etc.) [explain below]

[Other access – please explain]:

Special needs or comments (for example, "Visa section only"):

ALL users must complete CMS User Training conducted by an authorized CMS instructor OR at post with an experienced CMS user prior to receiving a CMS user account

PAO – ENSURE ALL REQUIRED (*) FIELDS ARE COMPLETE BEFORE SIGNING. INCOMPLETE FORMS WILL NOT BE ACCEPTED

[SIGNATURE OF REQUESTOR'S PAO – REQUIRED*]	PAO's Name* [print name]
	Date Signed* [print date]

IIP/W USE ONLY	
Date Form Received:	Date UID Issued: