3.0 Application Procedure

3.1 CXC Personnel

The Database Administrator will establish or modify each personal account upon receipt of and in accordance with a duly signed application form (see Appendix A.0 on page 5). It requires the signatures of the applicant and his or her Group Leader, the Archive Scientist, and the Head of the CXCDS Division. In addition, there must be a signed CXC Data Protection Form on file for the requestor.

3.2 Guest Observers

Principal Investigators of approved proprietary Guest Observer observations may request a PI-GO archive user account which will authorize retrieval of proprietary data products for all observations that are part of any proposal for which this GO is the PI.

4.0 Obligations

Archive users have certain obligations when exercising their privileges. Failure to comply will have repercussions which may include, but are not limited to, the loss of archive access privileges.

- Upon having been issued a privileged archive access account, the user will change the password assigned by the DBA as soon as reasonably possible. One should not use one's Unix account password for the archive account.
- The particulars of the account shall not be divulged to any other person, nor shall the user allow any other person to make use of the account.
- Proprietary data will only be accessed when such access is necessitated by legitimate CXC duties and operations.
- If and when proprietary data are retrieved every reasonable effort shall be made to keep these data, and their products, confidential and inaccessible to non-privileged persons. This includes, but is not limited to, storing the data and their products in files and directories owned by the user with permissions set to 600, and carefully storing and destroying hardcopies (if any).

Additional information may be found in the *HEAD Data Protection Technical Memo*.

A.0 Application Form for a Chandra Archive Privileged Account

After completing this form, it should be signed by the applicant and his/her Group Leader , and submitted to Arnold Rots (B-238), MS 67.

Name: ______________________ Division: ___________________________

Location: ____________________ Phone: ____________________________

Email: ______________________ Requested username: _______________

❑ New User Request ❑ Request for Extension of Privileges

Archive/SQL server (for test servers only): _______________

Requested Archive User Category (check all that apply; see Section 2.1 on page 2 for explanation):

❑ GO propr. account	❑ EPHIN	❑ *axafusers* admin	❑ Priv'd CXC account
❑ Non-priv'd. *sql* acct.	❑ Extract FPI params	❑ Proposal manager	❑ V&V
❑	❑ Update ACIS FPI	❑ Proposal browser	❑ Data Operations
❑	❑ Update HRC FPI	❑ Mission Planning	❑ Archive Operations

For all non-GO privileged account applications, sign this section

I declare that I have a need for the privileges requested above for the execution of my CXC duties. I have read the obligations in Section 4.0 on page 4 and agree to honor them.	CXCDS/Archive Concurred:
____________________ ____________ *Applicant* *Date*	____________________ ____________ *Archive scientist* *Date*
Concurred:	Approved:
____________________ ____________ *Group Leader* *Date*	____________________ ____________ *CXCDS Division Head* *Date*