



## New User Account Approval and Activation Process

SWORPS and TDOE take data protection seriously. One of the ways we protect ELAP data is through new user account vetting. We understand that some of the site verbiage is not accurately reflecting our current process, so please take a few moments to review the information below and bear with us as we work on updating our site.

1. **Project/Grantee Directors** determining who needs access to the ELAP system and what sites those users should have access to. Once that determination has been made, the Project/Grantee Director should send New Users to the New User Account Request Form (<https://elap.sworps.tennessee.edu/account/register>).
2. **New Users:**
  - a. Complete the New User Account Request Form (<https://elap.sworps.tennessee.edu/account/register>).
    - Usernames only allow dots (no other special characters).
    - When possible, register with a work-issued email address.
    - Choose passwords that are personal and easy for you to remember.
  - b. Notify your Program/Grantee Director that you have submitted your request and provide them with your username and user email address.
3. **Project/Grantee Directors** contact Help Desk with request for approval and activation of new user(s) account and provide Help Desk with the following new user account information: *Full name, Username, User email address, Grantee, and Site(s)*.

While the New User Request is under review, SWORPS recommends reviewing the [Training Materials](#) on the TN-ELAP website to get familiar with the ELAP database. Once your account has been approved, you will be notified via email that your account has been activated. As always, you can reach out to the Help Desk with questions at [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu).