

WHEN IS A SYSTEM ACCOUNT NEEDED?

The system account process is designed to protect the data within beta.SAM.gov.

Certain data sets require a system account so we verify information about both the user and system sending or receiving data from beta.SAM.gov. We need to verify that the requestor should have access, whether the system connecting to our system is secure, and that each session is secure. The system account process is designed to protect the data within beta.SAM.gov.

DO I NEED A SYSTEM MANAGER OR ADMINISTRATOR ROLE?

If you are responsible for sending data or receiving data from beta.SAM.gov you will require a role.

There are two roles for system account management:

- **System Administrator:** The system administrator role allows you to submit a request for a system account to GSA for approval. It also allows you to assign and approve roles for other people who will be managing your systems.
- **System Manager:** The system manager role allows you to edit systems that you are responsible for. It allows you to create requests for system accounts that are sent to your agency system administrator for approval before being sent to GSA for approval.

HOW DOES A SYSTEM ADMIN OR SYSTEM MANAGER OBTAIN A SYSTEM ACCOUNT?

- An agency administrator can assign system administrator or system manager roles to anyone in their hierarchy.
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WHAT INFORMATION IS REQUIRED TO ESTABLISH A SYSTEM ACCOUNT?

Once you have a system account role, go to the system account area on your workspace. The following information is required to submit a system account request:

- A name for your system account
- Interfacing system name and version
- Description and function of the interfacing system
- Authority to operate documentation
 - Only federal systems are required to provide authority to operation documentation
- Organizational information
- Names of system account administrators and managers
 - Must have accounts
- Specific permissions for this system account
 - Be sure to only select the permissions needed
- For Official Use Only selection including terms and conditions
- IP address of your interfacing system
- Type of connection
- Physical location of the interfacing system
- Names of system security personnel
 - Does NOT need an account

Once your request is submitted, GSA security approver will approve or deny the request. You will receive an email with the approval/denial. If the request is denied, GSA will provide the reason for the denial.

CAN ONE SYSTEM ACCOUNT PROVIDE ACCESS TO MULTIPLE DATA SETS?

Yes, during the system account request process you can select permissions for multiple data sets. However, you must have a system account for every one of your systems connecting to beta.SAM.gov.

CAN YOU UPDATE SYSTEM ACCOUNT INFORMATION AFTER SUBMITTAL OR APPROVAL?

If a request has been submitted but not approved yet, the requestor can update the information and resubmit for approval. Updating an existing system account is scheduled for future releases. To edit existing system account information, you will need to delete the existing system account and create a new one with the revised information.

HOW LONG DOES IT TAKE TO GET APPROVAL FOR A SYSTEM ACCOUNT?

Once the request is completed, GSA will commence the review process. You can check the status of your request in the system account area of your workspace. GSA will notify the requestor once the role is approved or disapproved.

WHO NOTIFIES THE REQUESTOR OF REJECTION OR APPROVAL?

GSA security makes the determination whether to approve or deny a request. System emails are generated to announce the approval or rejection of the request, but there is often a conversation going on between security and the applicant as part of the approval process.

DOES THE SYSTEM ACCOUNT REQUIRE RENEWAL AT SELECT INTERVALS?

beta.SAM.gov will be implementing a renewal process at a later date.

WHAT HAPPENS IF A REQUEST IS REJECTED?

Currently, a user must submit a new system account request to re-apply.

HOW DO YOU OBTAIN AN API KEY?

An API key can be generated and/or accessed for the system account within the system account profile page.

WHEN IS THE API KEY NEEDED?

If you plan to access beta.SAM.gov data via an API, you will be required to login with your user account and provide an API key.

The API key for a user is generated in their user profile.

Users connecting to the APIs using a system account must have an API key generated within the system account profile.

SOAP services do not require API keys and are being deprecated.