

## **System Authorization Access Request (SAAR) Instructions**

1. The JROTC instructors fill in the date, all of PART I (blocks 1 through 12) & Block 13 ONLY
  - a. block 2: enter your High School
  - b. block 3: enter JROTC
  - c. block 6: enter JROTC Instructor & your rank
  - d. block 11&12 – enter your signature and date
  - e. block 13 - enter specific information, “Justification for Access” for the following:
    - Social Security #:
    - Date of Birth:
    - Place of Birth City:
    - Place of Birth County:
    - Place of Birth State:
    - Place of Birth Country:
  
2. The BDE JROTC designated staff will complete PART II blocks 17 – 20b.

## **Acceptable Use Policy (AUP) Instructions**

1. Read and sign the main section of the AUP form.
2. Read and sign addendum items 8, 10, & 12