JCRL User ID Request

Section I – General Information (All fields must be completed – incomplete forms may be returned)

☐ Add New User   ☐ Change: _____   If changing, or deleting access,

☐ Delete User   _____   give Current User ID: _____

Employee Name: _____   Employee Title: _____

Center Name/Number: _____   Phone: _____   Fax: _____   Email: _____

City: _____   State: _____   Zip: _____

Employee Status:

☐ Permanent   ☐ Temporary/Contractor   ☐ Other_____   Start Date:_____   End Date: _____

Section II – Requested Access

Please fill-in the information below:

☐ National Office   Region Number: _____   Center ID: _____   Placer ID: _____   Contractor ID: _____   EPMS: ☐

Section III – Authorizations

Requesting Manager's Name: _____   Requesting Manager's Signature: _____   Date:_____   Phone:_____

Point of Contact's Name: _____   Point of Contact's Signature: _____   Date: _____   Phone:_____

Section IV – User Responsibilities

It is the responsibility of the Requestor to comply with the policies governing the access of informational data created, acquired, or controlled by JCDC. These responsibilities include:

- Keeping User ID's and Passwords Confidential
- Choosing unique passwords
- Reporting violations or attempted violations to JCDC Technical Assistance Center
- Informing JCDC of Termination or Job Function Changes
- Changing passwords as needed to maintain security
- Logging off Terminals at completion of each session

I am aware and agree to comply with JCDC security procedures pertaining to the proprietary and confidential nature of information to which I may have access.

Employees Signature: _____   Date: _____

Fax form to: (512) 393-7296 (Attention: Security)