**Attachment D**                    CTS Support Staff User ID

<table>
<tr><td><b>For internal use only</b><br>Created/Deleted/Modified by:<br>Date:</td></tr>
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| **Section I – General Information (All fields must be completed – incomplete forms may be returned)** |
|---|

☐ Existing Account in OASIS, CIS, JCRL or FMS                    User ID: _____

☐ Add New User

Employee Name: _____        Employee Title: _____

| **Section II – Organization Information** |
|---|

Please fill-in the information below:

☐ NTC        ☐ WICS        ☐ JACS        ☐ Region        ☐ Center        ☐ Other

Organization:_____        Phone: _____        Fax: _____

City: _____        State: _____        Zip: _____

| **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 POC 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: _____

Please fax attn: "Security"
512-393-7296