

IT Trax User ID Request Form

IT Project Tracking System

For internal use only
Created/Deleted/Modified by: _____
Date: _____

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

I have an existing login for one of the CDSS Suite Applications User ID: _____
 Add New User Delete User/Remove Access
Employee Name: _____ Employee Title: _____
Department: _____ Organization: _____ Phone: _____ Fax: _____
City: _____ State: _____ Zip: _____

Employee Status:

Permanent Temporary/Contractor Other _____ Start Date: _____ End Date: _____

Section II – Requested Access

Please select one of the roles:
 Requestor (Center/OA/CTS Staff, POC, Contractor Staff, etc) DOL Project Manager (National/Regional staff)
 JCDC Technical Team

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 IDs 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.

Employee Signature: _____ Date: _____

Fax form to: (512) 804-2012 (Attention: TAC)