

US DEPARTMENT OF LABOR

Office of Job Corps



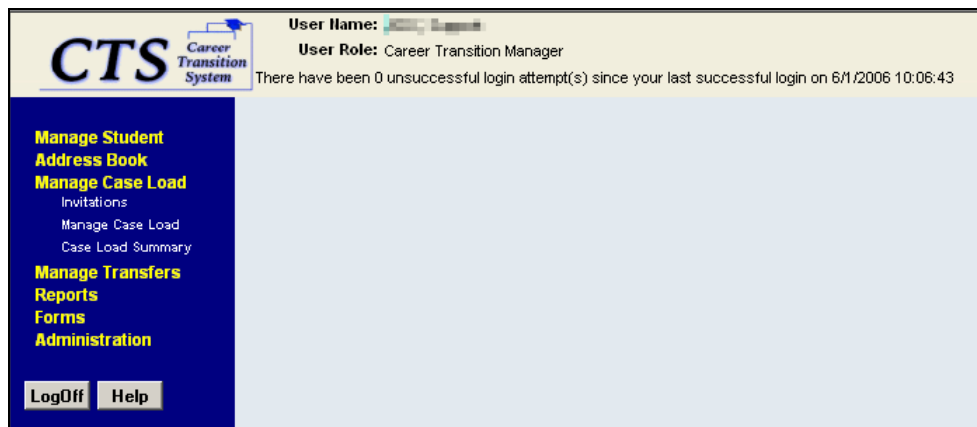
Annual CTS Account Recertification Instructions

CTS Account Recertification

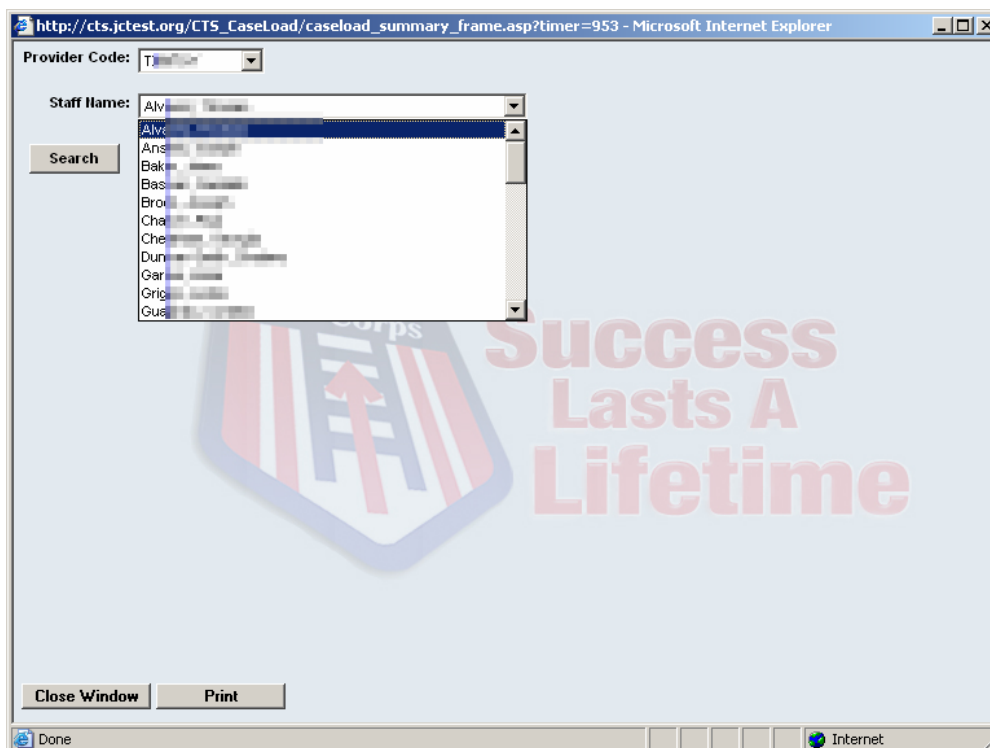
To certify that staff have the necessary CTS access, perform the following procedure.

A POC with Career Transition Manager access must perform this task.

1. Expand the **Manage Caseload** menu.



2. Click the **Case load Summary** option. The Case Load Summary window opens and displays a list of all staff assigned to this contract.



3. One entry shows per staff member, per CTS office. Review the list closely.

4. Note any staff listed here who should not have CTS access at all and/or not at a particular CT office.
5. Now, expand the Administration menu and select the **Manage CTS Staff** option.

Staff Search

Last Name: Login Name:

First Name: Application:

6. Enter the last and first name of the staff member with unnecessary access, choose the CTS application and click **Search**. Staff matching your entries display in the Staff List.

Staff List

Staff Name	User Name	Application	Active	Title
A. [REDACTED]	[REDACTED]	CTS	Yes	JCDC Technical Team

7. Click the staff member's name, which is a link. The Edit User window opens for that staff member.

Edit User

Last Name: First Name: Login:

8. Choose among these options – make the user inactive in all CDSS applications or edit the user's access privileges.

Remove Access to All CDSS Applications

To block this user name from all CDSS Applications, perform this procedure.

1. From the Edit User window, click the **Edit User Login** button. The Maintain User Login window opens.

2. Choose the **Active No** radio button and click **Submit**. This user may no longer work in any CDSS application.

Remove the User from CTS Only

To only block access to CTS, perform the following procedure.

This procedure begins in the Edit User window.

1. Click the **Revoke CTS Access** button. You are asked to confirm the revocation.

2. Click the **OK** button.

When Staff have been Certified

When you have completed these steps for all staff that have access to CTS, sign the form and send to the attention of the JCDC Security team via fax at 512-804-2002 by COB October 15, 2007. The form must be signed and dated by the application POC and the Center Director or Contracting official.