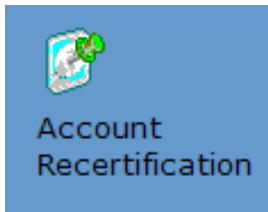


Instructions for completing the 2008 online Account Recertification Form

1. Open your Internet browser and go to Job Corps Citrix: <http://access.jobcorps.org> (inside network) or <https://access.jobcorps.org> (if you are coming from outside the Job Corps network).
2. After logging into Citrix, click on the Account Recertification icon in the Citrix Applications area.



3. At the Welcome screen, enter your Citrix user ID and password.

Welcome to the Job Corps Annual CDSS Application Account Recertification

Log In

User Name:

Password:

4. When the page opens, enter your information (organization, job title, manager name) and check ONE of the options below.

Job Corps Annual CDSS Application Account Recertification - 2008

Citrix Login Name: pearson.janis
Last Name: Pearson First Name: Janis MI:

◆ Organization: ◆ Job Title:

◆ Manager Name:

I hereby certify that as of Monday, June 09, 2008 5:07 PM,

I DO NOT have an active account to access any applications in the CDSS Suite of Applications
 I DO have an active account to access the following application(s) in the CDSS Suite of Applications (Check all that apply)

If you select the second option (“I DO have an active account....”), the following will display:

Job Corps Annual CDSS Application Account Recertification - 2008

Citrix Login Name: pearson.janis
Last Name: Pearson First Name: Janis MI:

◆ Organization: ◆ Job Title:

◆ Manager Name:

I hereby certify that as of Monday, June 09, 2008 5:07 PM,

I DO NOT have an active account to access any applications in the CDSS Suite of Applications
 I DO have an active account to access the following application(s) in the CDSS Suite of Applications (Check all that apply)

CDSS Suite User ID: ⚠

Once check boxes clicked, you will see roles.

CIS Authorization Profiles (List all your CIS profiles):

OASIS Roles:

CTS Roles:

EPMS Roles:

FMS Roles:

JCRL Roles:

EIS Roles:

IT Trax Roles:

NEMO Roles:

S3 Roles:

Check here if you have more than one active CDSS account, and complete the following section

5. When you check the box next to an application, the display will expand to include profiles (CIS) or roles (other applications). You must identify your authorization and/or role for each application to which you have access.

Once check boxes clicked, you will see roles.

CIS **Authorization Profiles (List all your CIS profiles):** ⚠

OASIS **Roles:** ⚠


OA Counselor OA Manager Regional Staff National Call Center

CTS **Roles:** ⚠

CT Specialist CT Manager CT Coordinator NTC Staff
 Regional Staff Center CTS Support Staff Other Support Staff

6. Click **Submit and Print**.
7. The PDF that opens will have the information as you have entered it. This report should be printed out and signed by you and your manager.

[REDACTED] - 0004

Control # 0004 
0004

Job Corps Annual Application Account Recertification - 2008

Citrix Login Name: [REDACTED]

Last Name: [REDACTED] First Name: [REDACTED] MI:

Organization: JCDC

Job Title: [REDACTED]

Manager Name: [REDACTED]

I hereby certify that as of Monday, June 09, 2008 5:13 PM,
I do not have an active account to access and application in the CDSS Suite of Applications.

CDSS Suite User ID:

Signature of User: _____ Date: _____

Note to users: After signing and dating this form, please submit to your manager for additional processing.

Manager completes the following section:
Manager Name: Eric Vazquez

I certify that the above named user requires the listed access to perform his or her job.

Manager's Signature: _____ Date: _____

Note to managers: after signing and dating this form, please submit according to Program Instruction Notice 07-0000

Attachment D

8. All staff will submit signed forms via fax, to 877-389-9451, or by email to jcdcsecurity@jobcorps.org.