

# Job Corps Network User ID Request Form

## Citrix Accounts

Created/Modified by: _____
Ticket Number: _____
Date: _____

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

<input type="checkbox"/> Add New User
<input type="checkbox"/> Delete User/Remove Access
<input type="checkbox"/> Modify Account

**Type of Account:**

Staff       POC/POC Alternate

**Note:** A Job Corps email account will be automatically generated upon the creation of a new Citrix account. If you do not want an Outlook/Exchange Job Corps email account, please check this box.

Staff Member's Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Center: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for POC Account/Account Modification (if applicable): \_\_\_\_\_

### Section II – Authorizations

Manager's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Point of Contact's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

### Section III – User Responsibilities

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

- Keeping User IDs and Passwords Confidential
- Choosing unique passwords
- Changing passwords as needed to maintain security
- Reporting violations or attempted violations to Center Staff
- Logging off Terminals at completion of each session

I have read and understand the Job Corps Rules of Behavior for Staff and agree to abide by these rules. I am aware and agree to comply with Job Corps security procedures pertaining to the proprietary and confidential nature of information to which I may have access.

Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_