

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 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
- Informing POC of Termination or Job Function Changes
- Choosing unique passwords
- Changing passwords as needed to maintain security
- Reporting violations or attempted violations to JCDC Technical Assistance Center
- Logging off Terminals at completion of each session

I am aware of and agree to comply with Job Corps' security policies and procedures pertaining to the proprietary and confidential nature of information to which I may have access.

Staff Member's Signature: _____ Date: _____