Center Staff User ID Request Form

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

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

CDSS User ID:_____   Staff ID No.:_____   Citrix User ID:_____

☐ **Add New User**   ☐ **Delete User/Remove Access**   ☐ **Modify/Reset/Reactivate Account**

☐ I have an existing login for one of the CDSS Suite of Applications

Employee Name:_____   Employee Title:_____

Center Name/Number:_____   Employer:_____

Department:_____   Phone:_____

Shipping Address:_____   City:_____   State:_____   Zip:_____

Remote Access Token Requested: ☐ Yes ☐ No   Fax:_____   E-mail:_____

Reason for Account Modification (if applicable):_____

Section II – Requested Access

Please select type of account(s) requested and the role:

☐ **Citrix**

☐ **CIS** ○ Center Staff

☐ **CTS** ○ Center CTS Support Staff ○ CT Specialist

Agency Name and Placer Code:_____

☐ **EIS** ○ General

☐ **EPMS** ○ Local Property Manager ○ Local Report-only Access

Contract Name and Number:_____

☐ **FMS** ○ Center Staff ○ CCC Agency ○ CCC Staff

Type of Access: ○ View Only ○ Edit/View All ○ Edit/View Staff Vacancy Only
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☐ **FTMS** ○ Center/Agency User

Contract Name and Number:_____

☐ **JCRL** ○ Center Staff ○ SSS - Center

☐ **OASIS** ○ OA Manager ○ OA Counselor

Contract Name and Number:_____

Address:_____

City/State/Zip:_____

Screener Code:_____

Mandatory Quality Control: ○ Yes ○ No   Travel Approve: ○ Yes ○ No
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☐ **SIRS** ○ Center Administrator ○ Center Basic User ○ Center Read - Only
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☐ **Other**

Details:_____
_____
_____

Section III – Authorizations

Requesting Manager's Name:_____   Phone:_____

Signature:_____   Date:_____

Point of Contact's Name:_____   Phone:_____

Signature:_____   Date:_____

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

By signing below, 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.

User Signature:_____   Date:_____

Fax form to: (888) 278-8389 (Attention: TAC), or scan and e-mail to Accountcontrol@jobcorps.org