

Contractor 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:** _____

**For account reactivation requests, please enter the Staff ID No. if CDSS User ID is unknown.*

- 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: _____

Organization: _____ OA/CTS Agency Code: _____

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** Contractor Corporate Staff NTC Corporate Staff
-
- CTS** CT Manager CT Coordinator CT Specialist
- NTC

- JCRL** Center Staff SSS - Center OA Agency NTC
- Contractor SSS - Contractor CTS Agency

- OASIS** OA Manager OA Counselor

Contract Name and Number: _____

Address: _____

City/State/Zip: _____

Screener Code: _____

Mandatory Quality Control: Yes No Travel Approve: Yes No

Agency Name and Placer Code: _____

- EIS** General DIG Contractor

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

Contract Name and Number: _____

- FMS** Contractor Contractor Staff CCC Agency CCC Staff

Type of Access: View Only Edit/View All Edit/View Staff
 Vacancy Only

- FTMS** Contractor User

Contract Name and Number: _____

- SIRS** Contractor

- 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 User to comply with the policies governing the access of informational data created, acquired, or controlled by JCDC. These responsibilities include:

- | | |
|--|--|
| <input type="bullet"/> Keeping User IDs and Passwords Confidential | <input type="bullet"/> Informing POC of Job Function Changes |
| <input type="bullet"/> Choosing unique passwords | <input type="bullet"/> Changing passwords as needed to maintain security |
| <input type="bullet"/> Reporting violations or attempted violations to JCDC Technical Assistance Center. | <input type="bullet"/> 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: _____