

National/Regional 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: _____

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 Regional Staff

CTS Regional Staff

Agency Name and Placer Code: _____

EIS General Health DIG Federal

EPMS National Property Contractor Regional Property Officer
 Regional Report-Only Access

Region Name: _____

FMS National Office Regional Office Regional RD Office

Contract Name: _____

FTMS National User Regional User

Contract Name and Number: _____

JCRL National Office Security Procurement Document Access
 Regional Office SSS- National SSS- Regional

OASIS Regional Staff

Region Name: _____

Screeener Code: _____

SIRS National Regional

TPMS

Other _____

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:

- Keeping User IDs and Passwords Confidential
- Choosing unique passwords
- Reporting violations or attempted violations to JCDC Technical Assistance Center.
- Informing POC of 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: _____