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: _____

Screener Code: _____

☐ **POCAdmin**

☐ **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: _____

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