

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:** _____

**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: _____

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

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

POCAAdmin

SIRS Center Administrator Center Basic User Center Read - Only

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:

- 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: _____