

Request Date		System access needed (Check all that apply)	<input type="checkbox"/> MoJobs <input type="checkbox"/> LMS ¹	<input type="checkbox"/> UInteract ² (Check all that apply) <input type="checkbox"/> WOTC <input type="checkbox"/> MERIC <input type="checkbox"/> RESEA <input type="checkbox"/> TRADE
Access Type				
<input type="checkbox"/> New Employee <input type="checkbox"/> Reactivate <input type="checkbox"/> Change Access <input type="checkbox"/> Terminate Access				
Complete User Information Below				
First Name		Middle Initial		Last Name
Email Address			Primary Phone Number	Ext
Fax	Alternate Phone Number			Ext
Agency/Subcontractor				Job Title
Position (Check all that	<input type="checkbox"/> DVOP <input type="checkbox"/> LVER <input type="checkbox"/> Staff			
Complete Default Office Information Below				
Default Office Name			Region	Choose One
Office Address Line 1				
Office Address Line 2				
City		County		State
If additional access is needed, please list locations				
Program Affiliation for MoJobs Access (Check all that apply)				
<input type="checkbox"/> WIOA (Workforce Innovation and Opportunity Act) Fundable Choose One		<input type="checkbox"/> STL Career Pathways Grant Fundable Choose One		
<input type="checkbox"/> WP (Wagner-Peyser) Fundable Choose One		<input type="checkbox"/> Jobs Plus Fundable Choose One		
<input type="checkbox"/> SNAP Employment and Training Fundable Choose One		<input type="checkbox"/> Veterans Intensive Fundable Choose One		
<input type="checkbox"/> TAA (Trade Adjustment Assistance) Fundable Choose One		<input type="checkbox"/> H-1B Fundable Choose One		
<input type="checkbox"/> Show Me Hero – OJT Fundable Choose One		<input type="checkbox"/> Other (Please describe) Fundable Choose One		
Privilege Group for MoJobs Access (Choose only one)				
<input type="checkbox"/> Read Only – For staff requiring system access to view records with little or no data input.		<input type="checkbox"/> Supervisor – For supervisor staff who need increased abilities to manage case assignment groups, job orders, employers, events, and templates for their local office.		
<input type="checkbox"/> Case Manager – For staff actively managing individuals and/or employers within the system.		<input type="checkbox"/> State Coordinator – For staff coordinating one or more programs at the state level who are not actively managing individuals or employers.		
<input type="checkbox"/> Youth Case Manager – For staff actively managing youth within the system.		<input type="checkbox"/> Program Manager – For staff managing programs within the system at the state level who are not actively managing individuals or employers.		
<input type="checkbox"/> Veteran Staff – For staff designated as a DVOP or a LVER whose primary focus is veteran assistance.		<input type="checkbox"/> Functional Leader – For staff designated as the functional leader of a job center or multiple job centers.		
<input type="checkbox"/> Trade – For staff who enrolls and actively manages individuals in the Trade Adjustment Assistance Program.				
<input type="checkbox"/> SNAP CC or SNAP MU – For staff employed by community colleges or the University of Missouri who are working with the Skill Up Program.				
Additional Functions for MoJobs				

¹ Learning Management System – Access allows staff to sign up for training sessions and access training materials.

² For UInteract access, please check the specific access category or categories needed listed in the checkboxes below.

<input type="checkbox"/> Basic Fund Management – Necessary for staff who approve vouchers, enter payments, void payments, and view fund streams.	<input type="checkbox"/> Advanced Fund Management –Staff can enter regional budgets, budget reserves for specific services, create default budgetary limits for individuals and fund stream services. This functionality includes all functions available under Basic Fund Management as well.
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MoJobs Reports – Please list reports that are needed in the specification section

<input type="checkbox"/> Live Data	<input type="checkbox"/> Summary – Please specify
<input type="checkbox"/> Detailed – Please specify	<input type="checkbox"/> Other Report – Please specify

Miscellaneous Functionality Needed – Please detail what specific functions are needed

Please Describe

Authorization for staff access

Supervisor First and Last Name (Please Print or type) _____

Supervisor Signature _____	Date _____
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I have verified that the user listed on this form has taken the confidentiality training, passed the test, and completed the user attestation form.

Approved Requester First and Last Name (Please Print or type) _____

Approved Requester Signature _____	Date _____
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I have verified that the user listed on this form has taken the confidentiality training, passed the test, and completed the user attestation form.

TSU Staff Use Only

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800)735-2966 or Missouri Relay dial 7-1-1.