

Request Mainframe ID:



- Complete Security Form
 - http://dpi.wi.gov/fns/pdf/dsw_10_e.pdf
- Not sure if you already have one?
 - DWS Security – (608)261-6317, option 1

slide 1.JPG

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Workforce Solutions

COMPUTER ACCESS REQUEST

Provision of your social security number is mandatory per [DWS security policy outlined in the DWS Security Manual]. Failure to provide your SSN will result in the denial of your request. The department is legally responsible for protecting the confidentiality of personally identifiable information.

Any screen or printout displaying names and SSNs contains confidential information that must be secured.

Note: To indicate access **changes** for CARES or KIDS use supplemental form (DWSW-11-E) instead of this form.

Please check one or more of the checkboxes below:

<input type="checkbox"/> Person is requesting a new State Logon ID and does not currently have one for the local agency or tribe	<input type="checkbox"/> Person's access to an application should be added (use line 16)
<input type="checkbox"/> Person has a change in name, phone number or SSN	<input type="checkbox"/> removed (use line 19)
<input type="checkbox"/> Person's user ID should be deleted	

User please fill in the following information:

1. ID (not required if requesting new ID)	2. Employer Name	3. Private Employer <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Name	5. E-mail Address	6. Work Phone Number ()	7. SSN
8. Mother's Maiden Name	9. Agency Name	10. Agency Address	
11. County/Tribal or District/WDA	12. KIDS FIPS Code	13. Supervisor Name	14. Supervisor Phone Number ()
15. Agency Type <input type="checkbox"/> IM/ES <input type="checkbox"/> W2 <input type="checkbox"/> W2 Service Provider <input type="checkbox"/> Social Services <input type="checkbox"/> Job Service <input type="checkbox"/> Workforce Development Board <input type="checkbox"/> Other (Specify):			

16. Choose the System(s) for which access should be ADDED: (* Requires DWD WI Logon ID for DWD partner staff)
(** If requesting EOS, CARES or KIDS, please attach DWSW-11-E) (** Requires approval by Job Service Security Officer)

<input type="checkbox"/> CARES**	<input type="checkbox"/> CMDR*	JobNet BUSINESS (Check Below):	ASSET* (Check profile(s) below):
<input type="checkbox"/> KIDS**	<input type="checkbox"/> DOT	<input type="checkbox"/> EMPLOYER MANAGEMENT	<input type="checkbox"/> CASE MANAGER <input type="checkbox"/> VIEWER
<input type="checkbox"/> EXTRANET	<input type="checkbox"/> EOS**	<input type="checkbox"/> JOB ORDER MANAGEMENT**	<input type="checkbox"/> RECEPTIONIST <input type="checkbox"/> SSN Validation

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http://dwdworkweb/forms/dws/doc/dsw_10_e.doc - Microsoft Internet Explorer

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Address http://dwdworkweb/forms/dws/doc/dsw_10_e.doc

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Please check one or more of the checkboxes below:

Person is requesting a new State Logon ID and does not currently have one for the local agency or tribe
 Person's access to an application should be added (use line 16)
 Person has a change in name, phone number or SSN
 Person's access to an application should be removed (use line 19)
 Person's user ID should be deleted

User please fill in the following information:

1. ID (not required if requesting new ID)	2. Employer Name School District of Smallville	3. Private Employer <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Name Jane Smith	5. E-mail Address ismith@yahoo.com	6. Work Phone Number (608) 555-5555
7. SSN 555-55-5555	8. Mother's Maiden Name Jones	9. Agency Name School District of Smallville
10. Agency Address 123 Elm St, Smallville, WI 53711	11. County/Tribal or District WDA	12. KIDS FIPS Code
13. Supervisor Name John Doe	14. Supervisor Phone Number (608) 555-5555	
15. Agency Type <input type="checkbox"/> IM/ES <input type="checkbox"/> W2 <input type="checkbox"/> W2 Service Provider <input type="checkbox"/> Workforce Development Board	<input type="checkbox"/> Social Services <input type="checkbox"/> Job Service <input checked="" type="checkbox"/> Other (Specify) SFA	

16. Choose the System(s) for which access should be ADDED: (* Requires DWD WI Logon ID for DWD partner staff) (** If requesting EOS, CARES or KIDS, please attach DWSW-11-E) (***) Requires approval by Job Service Security Officer)

CARES** CMDR* JobNet BUSINESS (Check Below): ASSET* (Check profile(s) below):
 KIDS** DOT EMPLOYER MANAGEMENT CASE MANAGER VIEWER
 EXTRANET* EOS** JOB ORDER MANAGEMENT*** RECEPTIONIST SSN validation

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http://dwdworkweb/forms/dws/doc/dsw_10_e.doc - Microsoft Internet Explorer

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Address http://dwdworkweb/forms/dws/doc/dsw_10_e.doc

15. Agency Type IM/ES W2 W2 Service Provider Social Services Job Service
 Workforce Development Board Other (Specify) SFA

16. Choose the System(s) for which access should be ADDED: (* Requires DWD WI Logon ID for DWD partner staff) (** If requesting EOS, CARES or KIDS, please attach DWSW-11-E) (***) Requires approval by Job Service Security Officer)

CARES** CMDR* JobNet BUSINESS (Check Below): ASSET* (Check profile(s) below):
 KIDS** DOT EMPLOYER MANAGEMENT CASE MANAGER VIEWER
 EXTRANET* EOS** JOB ORDER MANAGEMENT*** RECEPTIONIST SSN validation
 OTHER: Direct Certification

17. WAMS WI User ID: jsmith555 DWD WI Logon ID: _____

18. If you work at a Job Center, what is your Job Center Office number? _____

19. Choose the System(s) for which access should be REMOVED:

CARES CMDR JobNet BUSINESS ASSET DOT
 EOS KIDS EXTRANET OTHER: _____

Read carefully before signing this Operator Security Acknowledgment

I recognize and understand that data and its information content is a DWD asset which is required to be safeguarded in accordance with the DWD Policy Manual - Sec. 510 and WI Statutes 49.81, 49.83, 108.24 and 943.70
<http://dwdworkweb/dwdpolicy/510.htm>

- DWD policy provides that: (a) all passwords related to the legitimate access to data are personal to the operator authorized to access data and must be kept CONFIDENTIAL, (b) permitting another to use such password to gain access to data is expressly prohibited, and (c) an operator should never leave a workstation unattended without first terminating or locking their session.
- A breach of DWD policy constitutes a security violation and may subject the operator to disciplinary action when circumstances warrant it. Any operator who knows of actual or attempted violations should notify their supervisor.

User Signature	Date Signed	Supervisor/FASL Signature	Date Signed
Agency Security Officer Signature	Date Signed	State Security Officer Signature	Date Signed

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Request Mainframe ID:



- Fax completed forms to DWS Security at (608)267-0484
- You will receive an email with further instructions