

**Minnesota Department of Employment and Economic Development
WF1 Access Change Request**

Current User Name (ID)		
User's Last Name	First Name	MI
WF1 Region Name		
Agency Name		

COMPLETE ITEMS BELOW ONLY WHERE THERE IS A CHANGE FOR THE STAFF RECORD

Access Status (If this is the only change needed, please email your Security Administrator.)	<input type="checkbox"/>	Active	<input type="checkbox"/>	Inactive
Primary Agency Location				
Other Work Location Name(s) (add another sheet if more than three (3) locations are required or All for all other locations)				
Primary Phone		Email Address		

Programs Administered					
Add	Remove	Program	Add	Remove	Program
		Diversionsary Work			National Emergency Grant Disaster
		FastTRAC			Senior Services (SSB)
		Food Stamp Employment Training (FSET)			Veterans - Disabled Veterans Outreach(DVOP)
		Heading Home			Veterans – Local Veterans Employment Representative(LVER)
		Independent Living (VRS)			Vocational Rehabilitation Services (VRS)
		Local			WIA Adult
		Migrant Seasonal Farmworker (MSFW)			WIA Dislocated Worker/Trade Adjustment Assistance
		Minnesota Displaced Homemaker			WIA Older Youth
		Minnesota Dislocated Worker/Trade Adjustment Assistance			WIA Younger Youth
		Minnesota Family Investment Program (MFIP)			Workforce Development (SSB)
		Minnesota Youth			

User Access Group - see information at [www.positivelyminnesota.com/Programs_Services/Minnesota_Workforce_One_\(MNWF1\)/PDFs/accessgroup.pdf](http://www.positivelyminnesota.com/Programs_Services/Minnesota_Workforce_One_(MNWF1)/PDFs/accessgroup.pdf)

Other Access Group Name				
RSVR Placement	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Unemployment Insurance Data Access	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

MANAGER: Print This Form and Sign Below

As the Manager/Supervisor of the above named requestor, I am aware of the responsibilities being assigned and request that the above changes be made to the staff record.	
Manager's Signature	Date
Deliver to your Local Region Security Administrator or mail/fax (651.282.5150) to the DEED Service Desk, Minnesota Department of Employment and Economic Development, 332 Minnesota Street, Suite E200, St. Paul, MN 55101-1351.	
Security Administrator Verification	
As the Security Administrator for the above Region, I have reviewed this access request and verified that the requestor has administrative responsibility for the access identified above.	
Security Administrator Signature	Change Completed Date