

Current Date:		
Date Access is Requested:		
Agency Name:	Supervisor/Manager Making Request:	
New User Information:		
First Name	Middle OR write "none" if none	Last Name(s)
Pronouns	Date of Hire	Job Title
Location	Email	Phone
Provide a brief list of job duties/business reason for access to systems:		Has this person ever had access to these systems before (including past positions)?
		NO
		YES If YES, and user had state ID/X number, provide it below:
Describe what type of data the staff person will access:		
DHS Data Privacy Training		
Attach DHS Data Privacy Training Transcript showing staff has completed 7 out of 7 courses required for county workers on the Handling MN Information Securely training site within the last 11 months.		
Systems Access Requested for:		
Workforce One: Attach completed DEED WF1 access request form, available on WF1 homepage. List access level requested (i.e. Case Management 1 - DHS). Access will only be provided for DHS programs when requesting using this form.		
ECF: Provide date ECF online training was completed by staff:		
MEC2 Inquiry: Attach MEC2 Security Clearance Request form (DHS-5424) AND DHS Trainlink transcript showing completion of MEC2 trainings within the last 11 months. Required courses are: "Home Page and Navigation" AND "MEC2 Inquiry".		
MAXIS Inquiry: Attach DHS Trainlink transcript showing completion of "MAXIS Inquiry" training within the last 11 months.		
Termination:		
I understand the requirement to notify Hennepin County of staff changes within 5 days; my agency will request system access termination for this user if the business need ends.		
This person is replacing a previous staff member whose access needs to be terminated.		
Name:	Date of termination:	