HENNEPIN COUNTY

Fmnlovment Service Provider uest

MINNESOT		System Access Reques
Current Date:		
Date Access is Requested	1:	
Agency Name:	Name of Superviso	r/Manager Making Request:
New User Information:		
First Name(s)	Middle Name OR write "none" if no	ne Last Name(s)
Pronouns Date	e of Hire Job Title	
Work Address	Email	Phone
Has this person ever had acc	ess to these systems before (in	cluding in past positions)?
NO		
YES If YES, and user had stat	e ID/X number, provide it here:	
DHS Data Privacy Trainin	g	
Series within the last 11 mo that the user has completed Handling MN Information Sec of request, the request will n transcript with request.	nths using the email address list 7 out of 7 course assessments r curely training site. If training w ot be processed until trainings a	ed the DHS Data Privacy Training ted above. The transcript must show required for county workers on the ill expire within one month of the date are renewed. Do not include a copy of
Provide the date full training	series was completed:	

System Requests

For each system requested, fill out all fields in the section and include required documents as listed below.

Workforce One Access

Required Documents:

- If this user needs access to view private data for cases that they do not manage, you must attach a completed DEED WF1 access request form, available on the WF1 homepage.
- For all other requests, complete the information below. No other documents are required.

What job duties require staff access to this system? What data will be accessed?

Does user manage a WF1 caseload? YES NO Last 6 Digits of SSN:

Which WF1 access group does this user need access to?

Which program does this user need access to?

Which program location(s) does this user need access to?

ECF/SMI Access

No required documents.

What job duties require staff access to this system? What data will be accessed?

What date did the user complete the ECF Online Training?

MEC² Inquiry Access

Required Documents:

 Trainlink Transcript showing completion of MEC² trainings within the last 11 months. Must show training name, training completion date, and user's name. Required trainings are: "Home Page and Navigation" and "MEC² Inquiry"

What job duties require staff access to this system? What data will be accessed?

MAXIS Training Region

Requesting State ID for first time user to access MAXIS Training Region in order to complete Inquiry Training.

Requesting access to Training Region for user with current State ID:

MAXIS Inquiry Access

Required Documents:

• Trainlink Transcript showing completion of MAXIS Inquiry training within the last 11 months. Must show training name, training completion date, and user's name.

What job duties require staff access to this system? What data will be accessed?

Access 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. To request a termination of staff access email ESP.System.Access@hennepin.us

This person is replacing a previous staff member whose access needs to be terminated.

Name:

Date of termination:

Submit completed form with all required verifications to ESP.System.Access@hennepin.us

This request must be approved by the Hennepin County MFIP ES Coordinator and by the Hennepin County Privacy Officer before the Hennepin County Identity and Access Management team and/or DHS/DEED can set up access. Once access is approved and configured, your staff person will receive an email from IAM@hennepin.us. Emails containing user names/passwords are sent via encrypted email which, when opened will prompt new users to create an encrypted email account. Existing users have the ability to reset their encrypted email password using a "forgot password" option when logging into the encrypted email portal.

Advise users to pay close attention to password rules and policies as each system has unique rules and requirements. If users experience issues retrieving their encrypted emails, system access, or password issues, they can contact the Hennepin County service desk at 612-348-6662 (do not call DHS help desk unless directed to by a system administrator).