Minnesota Department of Employment and Economic Development
WF1 User Access Request - Part I

In order to process a request for access to WF1, the following information is needed. The information will be reviewed and approved prior to your obtaining security access. This information may also be shared with Department of Employment and Economic Development (DEED) data security administrators and others authorized by statute. You are not required to give this information; however, failure to provide the requested information will result in delays and possible denial of your access request.

Last Name	First Name	MI
Job Title		
Short Description of Job Duties		
Agency Name -- Select One --		

Primary Phone	Ext	☐	Voice	☐	TTY
Alternate Phone	Ext	☐	Voice	☐	TTY

Email Address

Social Security Identifier (last 6 digits of SSN or see instructions)

Supervisor/Manager Name

Print this form and sign below

I understand that this WF1 user account and the private or non-public data I will have access to is provided for the purpose of performing my job as an employee or contractor of DEED or one of its partners or subcontractors in the administration or delivery of one or more of the programs selected on User Access Request Part II. I am responsible for protecting these access privileges and the data contained in WF1 in accordance with the Minnesota Government Data Practices Act MS Chapter 13, MS§ 116J.401, MS§ 116L.86, MS§ 268A.05, MS§ 268.19, and other applicable law. Any use of this access or data for purposes other than those authorized in connection with these duties may be cause for sanctions specified in statute.

Requestor's Signature	Date

Important Instructions

Deliver this form to your supervisor/manager for them to complete Part II of the User Access Request. This form MUST be attached to the completed Part II for any action to be taken.