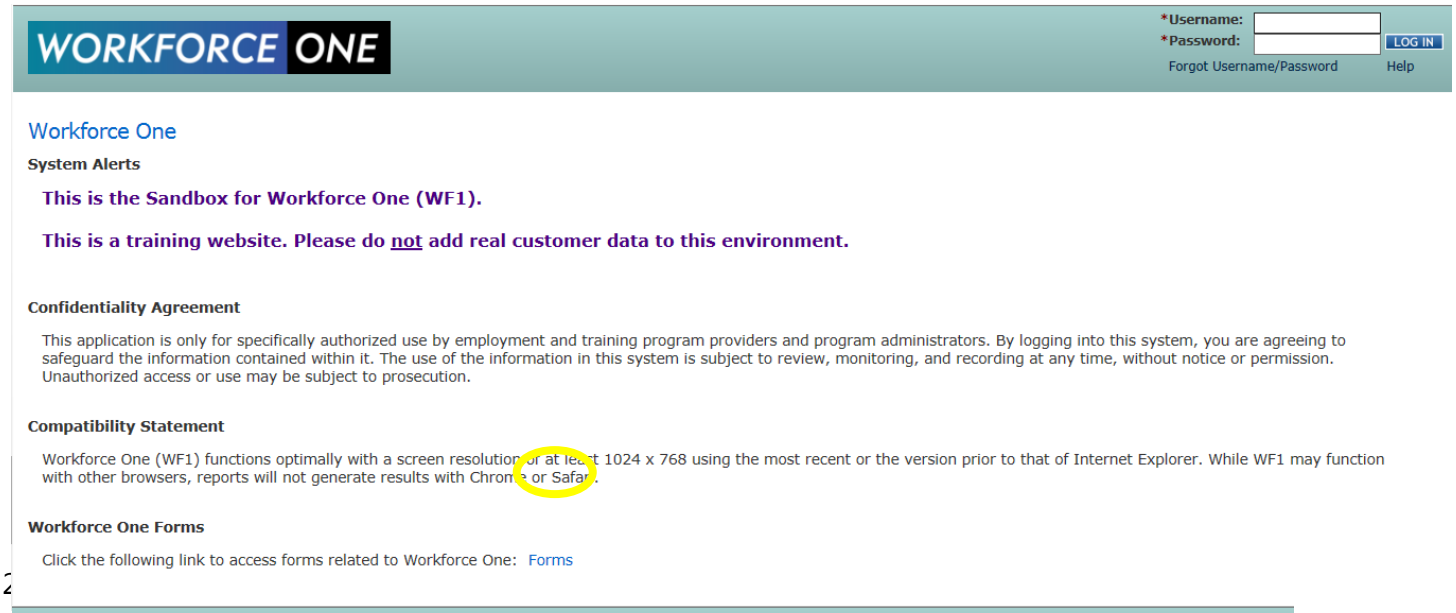
Obtaining or Modifying Access in WorkforceOne

Follow the instructions below for first-time users requesting initial access to WorkforceOne (WF1) and for users who need their access modified to request access to additional programs.

1. At the WF1 Home page (www.mnworkforceone.com), select the link to **Forms.**



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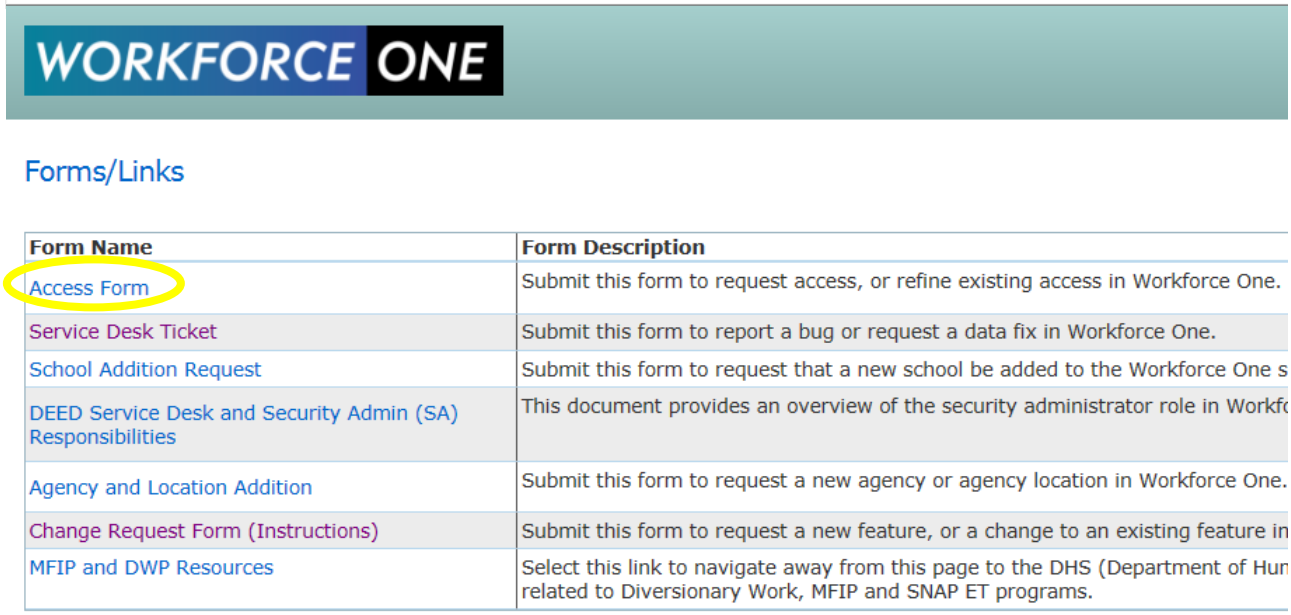
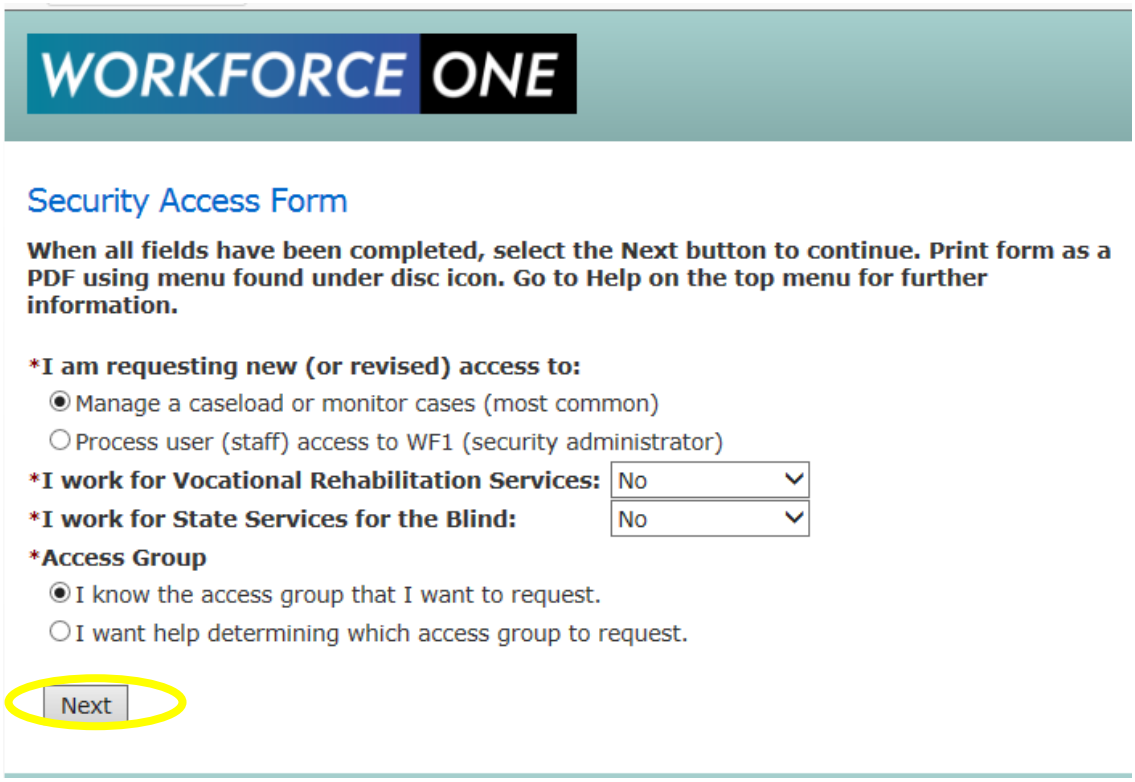
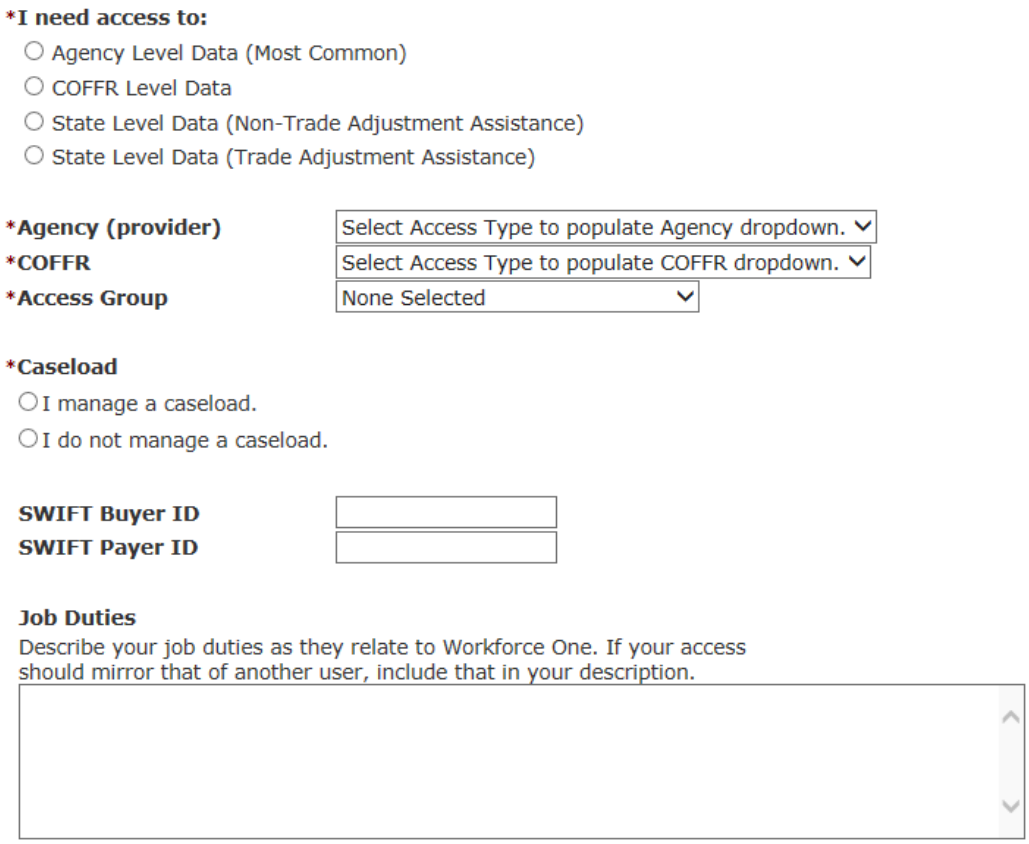


3. Complete the initial required questions:
   a. **I am requesting new (or revised) access to:**
      i. Select **Manage a caseload or monitor cases (most common).**
      ii. Only select **Process user (staff) access to WF1 (security administrator)** if you've attended specialized in-person Security Administrator Training with the WF1 Service Desk.
   b. Select **No** to the dropdown choice for **I work for Vocational Rehabilitation Services.**

c. Select **No** to the dropdown choice for **I work for State Services for the Blind.**
d. Select **I know the access group that I want to request** under **Access Group**.
e. Select **Next**.



4. Complete the required fields related to COFFR/Agency combinations and access level.
   f. **I need access to** will depend upon your role.
      i. Select **Agency Level Data (most common)** if you are a case manager.
      ii. Select **COFFR Level Data** if you are a manager of an organization who have subcontracted organizations entering data under their COFFR's program. This will allow the user to pull data from the whole program, regardless of what agency is entering data.
      iii. **State Level Data** access groups are only granted to State of Minnesota employees.
   g. Select your **Agency (provider)** from the dropdown choices.
   h. Select **COFFR** from the dropdown choices**.**
   i. **Access Group** will depend upon your role.
      i. Select **Case Management 2 – ETP** (Employment & Training Programs) if you will be completing data entry or managing a caseload.
      ii. Select **Agency System Mgmt 2 – ETP** if you are a manager who will need the privilege to edit data.
   j. Select the radio button to indicate whether or not you manage a **Caseload.**
   k. Describe your job duties in the text field. Include which programs you will be working with, which is **Adult Career Pathways** for any grants overseen by the Office of Adult Career Pathways beginning in SFY18.



*I need access to:

- ○ Agency Level Data (Most Common)
- ○ COFFR Level Data
- ○ State Level Data (Non-Trade Adjustment Assistance)
- ○ State Level Data (Trade Adjustment Assistance)

*Agency (provider)	Select Access Type to populate Agency dropdown.
*COFFR	Select Access Type to populate COFFR dropdown.
*Access Group	None Selected

*Caseload

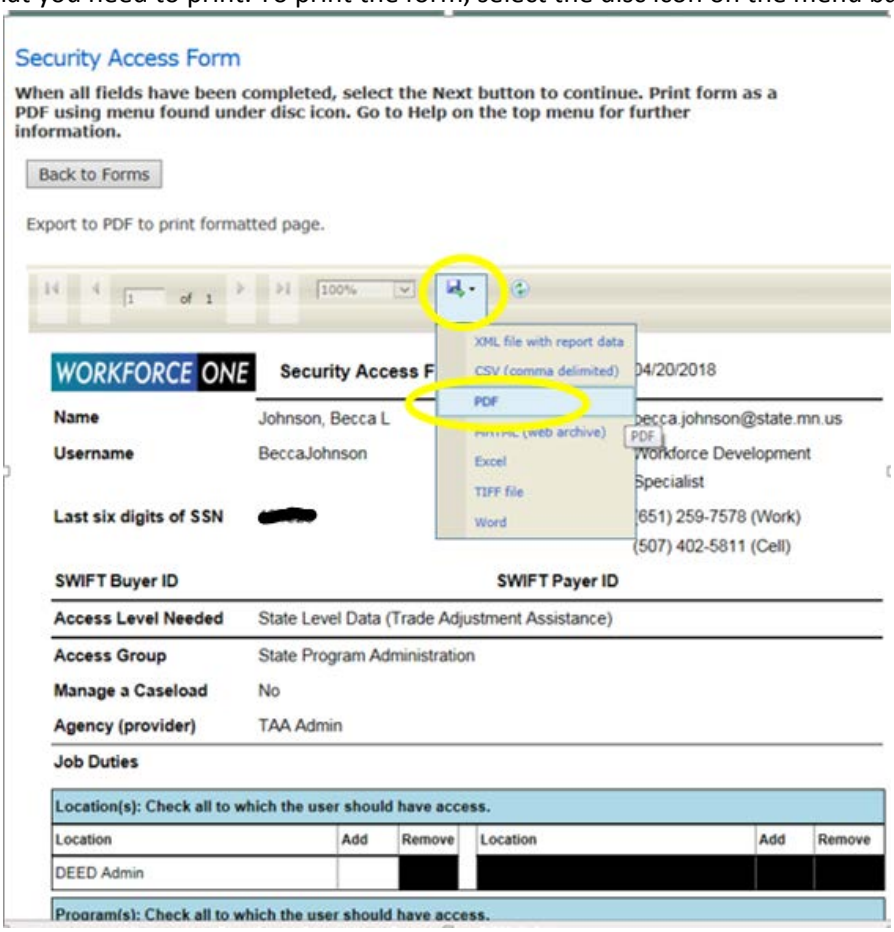
- ○ I manage a caseload.
- ○ I do not manage a caseload.

SWIFT Buyer ID	
SWIFT Payer ID	

Job Duties

Describe your job duties as they relate to Workforce One. If your access should mirror that of another user, include that in your description.

5. Once the required fields have been entered and everything has been double-checked, select the **Next** button. This will generate the form that you need to print. To print the form, select the disc icon on the menu bar and select "PDF".



Security Access Form

When all fields have been completed, select the Next button to continue. Print form as a PDF using menu found under disc icon. Go to Help on the top menu for further information.

Back to Forms

Export to PDF to print formatted page.

XML file with report data
CSV (comma delimited)
PDF
Excel
TIFF file
Word

WORKFORCE ONE Security Access F 04/20/2018

Name	Johnson, Becca L	becca.johnson@state.mn.us
Username	BeccaJohnson	Workforce Development Specialist
Last six digits of SSN	[redacted]	(651) 259-7578 (Work) (507) 402-5811 (Cell)
SWIFT Buyer ID		SWIFT Payer ID
Access Level Needed	State Level Data (Trade Adjustment Assistance)	
Access Group	State Program Administration	
Manage a Caseload	No	
Agency (provider)	TAA Admin	

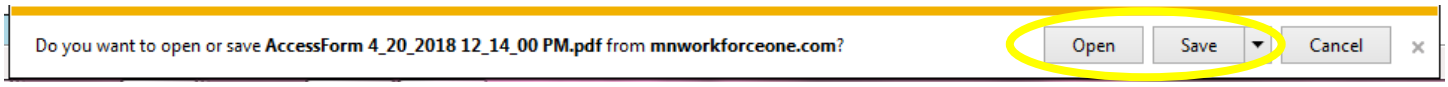
Job Duties

Location(s): Check all to which the user should have access.

Location	Add	Remove	Location	Add	Remove
DEED Admin		[redacted]	[redacted]	[redacted]	[redacted]

Program(s): Check all to which the user should have access.

6. A window will pop up at the bottom of the screen. Select **Open** or **Save** the file and open it in the area in which you saved it.



7. Once in Adobe Reader, select **File**, then **Print**. The rest of the form will need to be completed by hand.
8. Email the completed form to workforceone.deed@state.mn.us.