

Minnesota Department of Employment and Economic Development

DEED Reporting Services For Report Access and Change Request Form #2010

Request forms must be filled out online, then printed and signed. No handwritten copies of the form will be accepted. Please make sure spelling is correct. The red flags indicate Electronic Signatures are accepted.

Once you have completed 1-13, your supervisor then signs and forwards this form to MN.IT ServiceDesk@DEED for processing. Mail, fax or hand carry the completed form to MN.IT ServiceDesk@DEED. When the access/change request process has been completed, the requestor and manager will be notified via email. For additional assistance in completing this form, contact your immediate supervisor.

(1) Requestor Information

(2) Last Name	(3) First Name	(4) MI
(5) Phone #	(6) Alt Phone #	
(7) Requestor's Business/Agency/Dept. Name		
(8) Email Address		
(9) Job Title	(10) Are you a State Employee or Partner Employee? State Partner	
11) Do you have a Reporting Services account; if so, what is your assigned User Name?		

(12) Select which Report Groups you are requesting access

WDD General	CRS-MNWORKS	WOTC	Rapid Response
Rehab Services	Caseload Mgmt	Admin	Case Review EE
SSB	Caseload	SSA Verify	

(13) Requestor Terms and Conditions for Access

I agree to the following terms and conditions for accessing DEED Reporting Services Reports. Access to Reporting Services data is restricted to use in performing official duties of my employment. The data obtained will not be used for personal reasons or purposes not related to the performance of my job duties. The Login ID and Passwords issued by DEED will not be shared with others. As an employee of the Department of Employment and Economic Development (DEED) OR its Partners, I understand that I am bound by the laws concerning the confidentiality of non-public data. The provisions for data privacy are contained in the Minnesota Government Data Practices Act, Minn. Stat. §13; Minn. Stat. §116J.401; and other applicable state statutes and federal laws. Willful violation of the data privacy laws may result in disciplinary action up to and including dismissal as well as civil damages. Willful unauthorized disclosure of data is a misdemeanor under Minnesota law.

Requestor Signature	Requesting Date (mm/dd/yyyy)
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(14) Manager Terms and Conditions for Access

As the Manager/Supervisor of the above named Requestor, I am confirming the Requestors business need and rights for accessing this data, the information provide on the form is correct, and request that access be provided to the specific program reports as outlined.

Manager Name	Manager Phone #
Manager Email Address	
Requesting Activation Date (mm/dd/yyyy)	De-Activation Date (mm/dd/yyyy)
Manager Signature (required)	Date Signed (mm/dd/yyyy)

(15) Submitting the Form, either Mail or Fax to:

Minnesota Dept. of Employment & Economic Development, Attn: MN.IT Service Desk @ DEED
 332 Minnesota St. Suite E200, St. Paul, MN 55101
 Phone # 651-355-0500 FAX # 651-282-5150

(16) DEED Data Practices Manager Authorization

Request Approved? Yes	If Yes, Access Term/Renewal Date Required (mm/dd/yyyy)
No	If No, Please state denial reason:
DPMA Signature	Date Signed (mm/dd/yyyy)

(17) MN.IT Services @ DEED

Request Approved? Yes No	WF1 Account(s):
MN.IT @ DEED Signature	Date Signed (mm/dd/yyyy)

Account Notes:

Notified Mgr/Requestor	Yes, Email Was Sent	Yes, Instructions provided to Requestor
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