



## Instructions to add staff as users to WF1

For Community Partner staff to access WF1, the Community Partner needs to be set up as an Agency. Once the Agency is set up in WF1, then individual Community Partner staff will complete an Access Form to be granted access.

### To submit a request to add staff as WF1 users:

1. Go to [Workforce One \(mnworkforceone.com\)](https://mnworkforceone.com)
2. Towards the bottom of the page is a link that says “Forms”, click the link
3. Click **Access Form**
  - a. I am requesting new access to: select: “**Serve customers, enter data or monitor cases**”
  - b. I need access for Vocational Rehabilitation Services – select “**No**”
  - c. I need access for SSB – select “**Yes**”, as you are a subcontractor of SSB
  - d. Access Group: select: “**I know the access group that I want to request**”
  - e. Click Next and complete all the required fields on the page
    - i. Six Digit Confirmation ID - This is a 6-digit numeric field which will allow Security Administrators to validate a user's unique identity if the user encounters problems with accessing WF1. Enter any number that is easy for you to remember, most use the last six of their SSN
    - ii. I need access to: select “**Agency level data**”
    - iii. Agency (provider): select your agency from the dropdown list.
    - iv. Access Group: select “**SSB Community Partner**”
    - v. Caseload: select “**I manage a caseload**”
    - vi. SWIFT buyer and payer ID - leave blank
    - vii. Complete the **Job duties** box
  - f. Click Next to print the form
  - g. Print, sign and then obtain your supervisor’s signature. Once all signatures have been obtained, email the completed form to [susan.kusz@state.mn.us](mailto:susan.kusz@state.mn.us)