

**Minnesota Department of Employment and Economic Development
WF1 Access Change Request**

Current User Name (ID)

User's Last Name

First Name

MI

WF1 Region Name

Agency Name

COMPLETE ITEMS BELOW ONLY WHERE THERE IS A CHANGE FOR THE STAFF RECORD

Access Status (If this is the only change needed, please email your Security Administrator.)

Active

Inactive

Primary Agency Location

Other Work Location Name(s) (add another sheet if more than three (3) locations are required or All for all other locations)

Primary Phone

Email Address

Programs Administered

Add	Remove	Program	Add	Remove	Program
		Diversions Work			National Emergency Grant Disaster
		FastTRAC			Senior Services (SSB)
		Heading Home			Supplemental Nutrition Assistance Program - Employment & Training (SNAP ET)
		Independent Living (VRS)			Veterans - Disabled Veterans Outreach (DVOP)
		Local			Veterans - Local Veterans Employment Representative (LVER)
		Migrant Seasonal Farmworker (MSFW)			Vocational Rehabilitation Services (VRS)
		Minnesota Adult Workforce Development - SFY2013			WIA Adult
		Minnesota Displaced Homemaker			WIA Dislocated Worker/Trade Adjustment Assistance
		Minnesota Dislocated Worker/Trade Adjustment Assistance			WIA Older Youth
		Minnesota Family Investment Program (MFIP)			WIA Younger Youth
		Minnesota Youth			Workforce Development (SSB)

User Access Group - see information at [www.positivelyminnesota.com/Programs_Services/Minnesota_Workforce_One_\(MNWF1\)/PDFs/accessgroup.pdf](http://www.positivelyminnesota.com/Programs_Services/Minnesota_Workforce_One_(MNWF1)/PDFs/accessgroup.pdf)

Other Access Group Name

RSVR Placement

Yes

No

Unemployment Insurance Data Access

Yes

No

MANAGER: Print This Form and Sign Below

As the Manager/Supervisor of the above named requestor, I am aware of the responsibilities being assigned and request that the above changes be made to the staff record.

Manager's Signature

Date

Deliver to your Local Region Security Administrator or mail/fax (651.282.5150) to the DEED Service Desk, Minnesota Department of Employment and Economic Development, 332 Minnesota Street, Suite E200, St. Paul, MN 55101-1351.

Security Administrator Verification

As the Security Administrator for the above Region, I have reviewed this access request and verified that the requestor has administrative responsibility for the access identified above.

Security Administrator Signature

Change Completed Date