

# Request for Access to America's OSOS

Please choose ONE

- ADD NEW USER    
  CHANGE EXISTING USER    
  INACTIVATE USER

## SECTION I: USER INFORMATION

Agency Affiliation	<input type="checkbox"/> DOL <input type="checkbox"/> Partner Agency
Region or LWIA	Waiting for selection from above ▼
Local Office or One-Stop	Waiting for selection from above ▼
Agency Password (Case Sensitive)	<input type="text"/>
Partner or Volunteer Agency	<input type="text"/>
Partner Security Coordinator	Choose from below ▼
DoES Security Coordinator	Choose from below ▼

First Name  Middle Initial   
 Last Name  Title   
 Phone #  Fax #   
 E-mail (non-DOL)  OR RACF User ID (DOL)   
 Name of Supervisor   
 Sub-Department or Agency Division

Will this USER Connect via a Virtual Private Network (VPN)? Yes  No

## SECTION II: SECURITY PERMISSIONS REQUEST

GENERAL PERMISSIONS	JOB BANK PERMISSIONS <input type="checkbox"/> JB Participation Agreement on file	WIA PERMISSIONS
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<input type="checkbox"/> Clerical <input type="checkbox"/> Professional	<input type="checkbox"/> Customer Match & Refer <input type="checkbox"/> Job Order Create <input type="checkbox"/> Employer Activities <input type="checkbox"/> Job Bank Match & Refer <input type="checkbox"/> Job Bank Master Record <input type="checkbox"/> Employer Correspondence	<input type="checkbox"/> Comprehensive Assessment - General <input type="checkbox"/> Comprehensive Assessment - Confidential <input type="checkbox"/> Services <input type="checkbox"/> Terminate WIA/Follow-up
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**LIMITED ACCESS PERMISSIONS**

<input type="checkbox"/> Provider Create <input type="checkbox"/> Delete Partner Data <input type="checkbox"/> Local Administration <input type="checkbox"/> Report Access	<input type="checkbox"/> Job Bank Monitoring/Oversight <input type="checkbox"/> WIA Monitoring/Oversight <input type="checkbox"/> Testing <input type="checkbox"/> Delete Customer Activities
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Note: Maintenance of the NYS Job Bank and Matching are two of the Core Services provided by Wagner Peyser Staff in a Workforce development System. Job Bank permissions directly affect these Core Services. NYSDOL Division of Employment Services, Administrator of NYS Wagner Peyser Funds, must approve access to these security permissions. Likewise, responsibility for WIA Performance Standards are the responsibility of the LWIA, the Partner Security Coordinator must approve access to those security permissions.

**Comments/Exceptional Circumstances**

Electronic submission of this form assures that both the Interagency Agreement on Confidentiality AND the Individual Access and Confidentiality Agreement for this User has been received by the sender. If submitted via mail, please sign and date this form indicating the same information is true.

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Send User Registration

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