

# Mass Workforce Issuance

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**Workforce Issuance No. 10-76**

Policy  Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Regional Managers

**cc:** WIA State Partners

**From:** Michael Taylor, Director  
Department of Workforce Development

**Date:** September 1, 2010

**Subject:** **Implementing the New MOSES User ID Request Form**

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators, Managers and Supervisors and other local workforce investment partners of the implementation of a new MOSES User ID Request Form for employees. Use of the new User ID Request Form became effective as of August 30, 2010.

**Background:** To help assure the continued integrity and security of personal data stored in MOSES, local career center managers and supervisors must submit a completed User ID Request Form (Attachment A) for any employee who will require access to MOSES *prior* to his/her actual participation in the required MOSES 101 training. A completed Request Form is to be submitted electronically to the Moses Help Desk at [MOSES@detma.org](mailto:MOSES@detma.org). The form will be reviewed to ascertain the validity of the individual's need for advance access to MOSES.

User ID Request forms *are not* needed for an employee who will not require access to MOSES prior to attending the training as he/she will be given a MOSES production account upon completion of training.

Please allow 5 business days for processing of the User ID Request Form.

IT Coordinators, MOSES Local Experts and One-Stop Career Center and UITCC managers should ensure that all MOSES users in their local areas receive a copy of this Issuance.

**Inquiries:** Please direct all inquiries to the MOSES Help Desk at [MOSES@detma.org](mailto:MOSES@detma.org) or 617- 626-5656.