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| **Organization/Employer:**EOLWD/DTA[ ]  DCS [ ]  DUA [ ]  DTA [ ]  EOLWD [ ]  Other: Click or tap here to enter text. Non-EOLWD[ ]  Career Center [ ]  Workforce Board [ ]  Other: Click or tap here to enter text. |
| **Request Type**[ ]  New MOSES & AppStream/AWS User  Hire Date: Click or tap to enter a date.Previously Attended MOSES 101 [ ]  Yes [ ]  NoScheduled for MOSES 101 [ ]  Yes [ ]  No Date: (Schedule at: <https://www.mass.gov/how-to/moses-101-training>) Veteran Representative [ ]  Yes [ ]  NoMOSES Access Type [ ]  Standard User [ ]  Manager/Supervisor Reporting Rights [ ]  Yes [ ]  No (Applies to Crystal Reports and built-in MOSES reports) [ ]  Reactivate MOSES User  MOSES ID: Click or tap here to enter text.[ ]  MOSES Change RequestMOSES ID: Click or tap here to enter text.Description & Justification for Change(s): Click or tap here to enter text.[ ]  Reactivate AppStream/AWS User AWS/AppStream Username: Click or tap here to enter text.[ ]  Terminate All Access on this date: Click or tap to enter a date. |
| **User Information** |
| First Name: Click or tap here to enter text. | MI: Click or tap here to enter text. | Last Name: Click or tap here to enter text. |
| Position/Title: Click or tap here to enter text.Hire Date (new hire): Click or tap to enter a date. |
| Email Address: Click or tap here to enter text. |
| Primary Office/Location Name: Click or tap here to enter text. | Phone: Click or tap here to enter text. |
| Other Office Locations (for MOSES access): Click or tap here to enter text. |
| Signature of Employee:  | Date: Click or tap to enter a date. |
| **MANAGER APPROVAL INFORMATION** |
| Print Name of Approving Authority: Click or tap here to enter text. | Title: Click or tap here to enter text. |
| Email: Click or tap here to enter text. | Phone: Click or tap here to enter text. |
| Signature: | Date: Click or tap to enter a date. |
| **THE FOLLOWING SIGNED DOCUMENTS MUST BE MAINTAINED AT THE EMPLOYING OFFICE AND UPDATED ANNUALLY AND BE AVAILABLE FOR REVIEW BY INTERNAL CONTROL AND DCS FIELD MANAGEMENT OFFICE** |
| • EOLWD ITR Policy (located at mass.gov/massworkforce)• EOLWD Confidentiality Policy EOLWD (located at mass.gov/ massworkforce)• EOLWD Confidentiality Policy Non -EOLWD (loca ted at mass.gov/massworkforce)• EOLWD Remote Access Acceptable Use Policy (located at mass.gov/massworkforce)Policies are available at: https://[www.mass.gov/service -details/moses -and-aws-workspaces -access](http://www.mass.gov/service-details/moses-and-aws-workspaces-access) **SUBMIT REQUESTS AS PDF VIA EMAIL TO:** mosesaccess@mass.gov  |