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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  No  Scheduled for MOSES 101  Yes  No Date: (Schedule at: <https://www.mass.gov/how-to/moses-101-training>)  Veteran Representative  Yes  No  MOSES 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 Request  MOSES 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](mailto:mosesaccess@mass.gov) | | | | |