

DCS MOSES/AMAZON WORKSPACE REQUEST FORM

AMAZON ONLY ☐

AMAZON AND MOSES ☐

MOSES ONLY ☐

☐ New User

☐ Change Configuration

☐ Reactivate MOSES User

☐ MOSES Change Request

☐ Terminate Access on Date: _____

Amazon Profile

☐ EOLWD

☐ Non-EOLWD

EOLWD EMPLOYER

☐ DCS

☐ DUA

☐ EOLWD

☐ Other Specify: _____

Non-EOLWD EMPLOYER

☐ OSCC

☐ CBO

☐ DTA

☐ WDB

☐ Other Specify: _____

ENTER CURRENT MOSES ID

☐ Request New MOSES ID

Attended MOSES 101 ☐ Yes ☐ No

Schedule for MOSES 101 ☐ Yes ☐ No

Date: _____

Veteran Representative: ☐ Yes ☐ No

Description & Justification for MOSES/AMAZON Change(s):

First Name:

MI:

Last Name:

Position/Title:

Hire Date (New Hire):

Non-State Email Address:

State (MASSMAIL) Address:

Primary Office/Location Name:

Phone:

Street Address:

City:

State:

ZIP Code:

Secondary Office(s) (if appropriate):

Signature of Employee:

Date:

MANAGER APPROVAL INFORMATION

Print Name of Approving Manager:

Title:

Email:

Phone:

Signature:

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 (located 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>

SUBMIT REQUESTS AS PDF VIA EMAIL TO: dcscitrix@massmail.state.ma.us