| DCS CitrIX request form (platform 2) | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of request | | | | | | | | | | |
| New User  Change Configuration  Terminate Citrix Access on Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Terminate UI Online Access | | | | | | | | | | |
| Non-State Employee:  Profile 1  Profile 2  Profile 3 | State Employee:  DCS  Hearings  Other  Other Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | ENTER CURRENT MOSES ID BELOW  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Request MOSES ID  Vet Rep:  Yes  No | | | | |
| First name: | | | Last Name: | | | | | | | |
| Position/Title: | | | | | | | | | | |
| Hire Date (New Hire): | | Non-State Email Address: | | | | | | | | State (detma.org) Address: |
| Office/Location Name: | | | | | | | | | Phone: | |
| Street Address: | | | | | | | | | | |
| City: | | | State: | | | | | | ZIP Code: | |
| Secondary Office (if appropriate): | | | | | | | | | | |
| Signature of Applicant: | | | | | | | | | Date: | |
| Manager Approval Information | | | | | | | | | | |
| Print Name of Approving Director: | | | | | | | | | | |
| Title: | | | | | | | | | | |
| Email: | | | | | Phone: | | | | | |
| Signature: | | | | | | | | Date: | | |
| **THE FOLLOWING SIGNED DOCUMENTS MUST BE MAINTAINED AT THE EMPLOYING OFFICE AND BE AVAILABLE FOR REVIEW BY INTERNAL CONTROL AND DCS QUALITY ASSURANCE** | | | | | | | | | | |
| * EOLWD ITR Policy with Attachment A (located at mass.gov/massworkforce) * EOLWD Confidentiality Policy (located at mass.gov/massworkforce) * EOLWD Remote Access Acceptable Use Policy (located at mass.gov/massworkforce)   **SUBMIT REQUESTS AS PDF VIA EMAIL TO:**  [**dcscitrix@detma.org**](mailto:dcscitrix@detma.org) | | | | | | | | | | |
| DCS APPROVAL TO IT HELPDESK TO SET UP CITRIX PLATFORM 2 ACCESS | | | | | | | | | | |
| Citrix Profile Level: | | | | Termination Date: | | | | | | |
| Network Access Request Submitted to Help Desk | | | | | | | Date: | | | |
| Signature: | | | | | | | Date: | | | |