

Organization/Employer:

EOLWD/DTA

☐ DCS ☐ DUA ☐ DTA ☐ EOLWD ☐ Other: _____**Non-EOLWD**☐ Career Center ☐ Workforce Board ☐ Other: _____**Request Type**☐ New MOSES & AppStream/AWS UserHire 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/SupervisorReporting Rights ☐ Yes ☐ No (Applies to Crystal Reports and built-in MOSES reports)☐ Reactivate MOSES User

MOSES ID: _____

☐ MOSES Change Request

MOSES ID: _____

Description & Justification for Change(s):

☐ Reactivate AppStream/AWS User

AWS/AppStream Username: _____

☐ Terminate All Access on this date: _____**User Information**

First Name:

MI:

Last Name:

Position/Title:

Hire Date (new hire):

Email Address:

Primary Office/Location Name:

Phone:

Other Office Locations (for MOSES access):

Signature of Employee:

Date:

MANAGER APPROVAL INFORMATION

Print Name of Approving Authority:

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](https://www.mass.gov/massworkforce))
 - EOLWD Confidentiality Policy EOLWD (located at [mass.gov/massworkforce](https://www.mass.gov/massworkforce))
 - EOLWD Confidentiality Policy Non-EOLWD (located at [mass.gov/massworkforce](https://www.mass.gov/massworkforce))
 - EOLWD Remote Access Acceptable Use Policy (located at [mass.gov/massworkforce](https://www.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: mosesaccess@mass.gov