

Request for OSOS Access

LWIB/DoES		
Agency		
MOU Partner		
LWIB Password		
Partner Security Coordinator		
DoES Regional Security Coordinator Name and Region		

Purpose of Request

Add new USER
 Change Existing USER Information
 Delete a USER

Will this USER Connect via a Virtual Private Network? Yes ___ No ___

First Name Middle Initial

Last Name Office

Phone # Title

E-Mail Fax #

Sub-Department or Agency Division

Team/Group Name

Name of Supervisor

User Confidentiality Agreement on File

Inter-Agency Confidentiality Agreement on File

GENERAL PERMISSIONS	JOB BANK PERMISSIONS	WIA PERMISSIONS
<ul style="list-style-type: none"> • Clerical • Professional 	<ul style="list-style-type: none"> • Customer Match & Refer • Job Bank Match & Refer • Job Order Create • Employer Activities • Job Bank Master Record • Employer Correspondence 	<ul style="list-style-type: none"> • Comprehensive Assessment (General) • Comprehensive Assessment (Confidential) • Multi Agency Services • Terminate WIA/Follow-up
LIMITED ACCESS PERMISSIONS	ELECTIVE PERMISSIONS	
<ul style="list-style-type: none"> • Provider Create • Delete Partner Data • Central Administration • Local Administration • Delete NYSDOL Data 	<ul style="list-style-type: none"> • Report Access • Monitoring/Oversight • Testing • Delete Job Seeker Services 	

Note: Maintenance of the NYS Job Bank and Matching are two of the Core Services provided by Wagner Peyser Staff in a workforce Development System. Job Bank permissions directly affect these Core Services. NYSDOL Division of Employment Services, Administrator of NYS Wagner Peyser Funds, must approve access to these security groups.

Comments/Exceptional Circumstances

Nearest DOL Local Office

Partner Security Coordinator Date

DoES Representative Date