

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
SYSTEM ACCESS REQUEST

Completed forms can be scanned and emailed to:
dwdsupport@ded.mo.gov OR faxed to: (573)526-5782

Request Date		System access needed (Check all that apply)	<input type="checkbox"/> MoJobs <input type="checkbox"/> LMS ¹	<input type="checkbox"/> UInteract ² (Check all that apply) <input type="checkbox"/> WOTC <input type="checkbox"/> MERIC <input type="checkbox"/> RESEA <input type="checkbox"/> TRADE
Access Type				
<input type="checkbox"/> New Employee <input type="checkbox"/> Reactivate <input type="checkbox"/> Change Access <input type="checkbox"/> Terminate Access				
Complete User Information Below				
First Name		Middle Initial		Last Name
Email Address			Primary Phone Number	Ext
Fax		Alternate Phone Number		Ext
Agency/Subcontractor			Job Title	
Position (Check all that	<input type="checkbox"/> DVOP <input type="checkbox"/> LVER <input type="checkbox"/> Staff			
Complete Default Office Information Below				
Default Office Name			Region	Choose One
Office Address Line 1				
Office Address Line 2				
City		County	State	Zip
If additional access is needed, please list locations				
Program Affiliation for MoJobs Access (Check all that apply)				
<input type="checkbox"/> WIOA (Workforce Innovation and Opportunity Act) Fundable Choose One		<input type="checkbox"/> STL Career Pathways Grant Fundable Choose One		
<input type="checkbox"/> WP (Wagner-Peyser) Fundable Choose One		<input type="checkbox"/> Jobs Plus Fundable Choose One		
<input type="checkbox"/> SNAP Employment and Training Fundable Choose One		<input type="checkbox"/> Veterans Intensive Fundable Choose One		
<input type="checkbox"/> TAA (Trade Adjustment Assistance) Fundable Choose One		<input type="checkbox"/> H-1B Fundable Choose One		
<input type="checkbox"/> Show Me Hero – OJT Fundable Choose One		<input type="checkbox"/> Other (Please describe) Fundable Choose One		
Privilege Group for MoJobs Access (Choose only one)				
<input type="checkbox"/> Read Only – For staff requiring system access to view records with little or no data input.		<input type="checkbox"/> Supervisor – For supervisor staff who need increased abilities to manage case assignment groups, job orders, employers, events, and templates for their local office.		
<input type="checkbox"/> Case Manager – For staff actively managing individuals and/or employers within the system.		<input type="checkbox"/> State Coordinator – For staff coordinating one or more programs at the state level who are not actively managing individuals or employers.		
<input type="checkbox"/> Youth Case Manager – For staff actively managing youth within the system.		<input type="checkbox"/> Program Manager – For staff managing programs within the system at the state level who are not actively managing individuals or employers.		
<input type="checkbox"/> Veteran Staff – For staff designated as a DVOP or a LVER whose primary focus is veteran assistance.		<input type="checkbox"/> Functional Leader – For staff designated as the functional leader of a job center or multiple job centers.		
<input type="checkbox"/> Trade – For staff who enrolls and actively manages individuals in the Trade Adjustment Assistance Program.				
<input type="checkbox"/> SNAP CC or SNAP MU – For staff employed by community colleges or the University of Missouri who are working with the Skill Up Program.				
Additional Functions for MoJobs				

¹ Learning Management System – Access allows staff to sign up for training sessions and access training materials.

² For UInteract access, please check the specific access category or categories needed listed in the checkboxes below.

