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		System access nee	ded	MoJobs	UInteract	t ² (Check all tha	it apply)	
Date		(Check all that app	oly)	LMS ¹		IERIC 🗌 RESEA		
			Access	Type				
New Employee Reactivate Change Access Terminate Access								
Complete User Information Below								
First Name Middle Last Name								
- I II St I Vali		Initial						
Email Add	ress			Primary Phone Number			Ext	
Fax		Alternate Phone Nur	mber			Ext		
Agency/Subcontractor				Job Title				
	Check all that	DVOP LVER						
		Complete Defau			n Below			
Default Of	fice Name				Region	Choose (One	
	ress Line 1				region	choose	5116	
-	dress Line 2							
	iress Line Z		. 1		CL-1-			
City		Count		T	State	Zip		
If addition	al access is neede	d, please list locatior	าร					
	Prog	gram Affiliation for M	1oJobs	Access (Chec	k all that appl	y)		
WIOA(Workforce Innovation and Opportunity Act)					STL Career Pathways Grant			
Fundable Choose One				Fundable Choose One				
WP(Wagner-Peyser)				Jobs Plus				
Fundable Choose One				Fundable Choose One				
SNAP Employment and Training				Veterans Intensive				
Fundable Choose One				Fundable Choose One				
TAA (Tra	ade Adjustment Assi	stance)	☐ H-1B					
Fundable Choose One				Fundable Choose One				
Show Me Hero – OJT				Other (Please describe)				
Funda	able Choose One		Fundable Choose One					
Privilege Group for MoJobs Access (Choose only one)								
Read C	Only – For staff requir	ing system access to view	v	Supervisor – For supervisor staff who need increased				
records with little or no data input.				abilities to manage case assignment groups, job orders,				
Case Manager – For staff actively managing individuals				employers, events, and templates for their local office.				
and/or employers within the system.				State Coordinator – For staff coordinating one or more				
				programs at the state level who are not actively managing				
within the sy			individuals or employers.					
Veteran Staff – For staff designated as a DVOP or a LVER				Program Manager — For staff managing programs within the system at the state level who are not actively				
whose primary focus is veteran assistance.				managing individuals or employers.				
Trade – For start who emons and actively manages				Functional Leader – For staff designated as the				
		nt Assistance Program.	functional Leader — For staff designated as the functional leader of a job center or multiple job centers.					
	CC or SNAP MU – F		runctional leader	or a job center (or manapie job	CCITICI 3.		
-	community colleges or the University of Missouri who are working							
with the Skil	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

Basic Fund Management – No approve vouchers, enter payments, voi streams.	d payments, and view fund o	Advanced Fund Management –Staff can enter regional budgets, budget reserves for specific services, create default budgetary limits for individuals and fund stream services. This functionality includes all functions available under Basic Fund Management as well.							
MoJobs Reports – Please list reports that are needed in the specification section									
Live Data		Summary– Please specify							
Detailed – Please specify		Other Report – Please specify							
Miscellaneous Functionality Needed – Please detail what specific functions are needed									
Please Describe									
Authorization for staff access									
Supervisor First and Last Name (Please Print or type)									
Supervisor Signature	1		Date						
I have verified that the user listed on this form has taken the confidentiality training, passed the test, and completed the user attestation form.									
Approved Requester First and La or type)	ast Name (Please Print								
Approved Requester			Date						
Signature									
I have verified that the user listed on this for			the user attestation form.						
TSU Staff Use Only									
			_						