

MinnesotaWorks.net Administrative System Access Request Form

The following information is needed in order to process your request to access the MinnesotaWorks.net Administration (MAD) website. Complete and sign this form. Ask your supervisor to review and sign this form. This information may also be shared with others, where authorized by Statute. You are not required to give this information; however, failure to provide the requested information will result in delays and possible denial of your access request. The description of MAD Access System roles and information to request Social Security Number Full View Access is on page two of this document.

Scan and email the signed, completed form to Lena.Balk@state.mn.us

* = required fields

Last Name*	First Name*	MI						
Employer Type*								
Primary CareerForce location(s)*								
Additional CareerForce location(s)								
Agency								
Address Line 1								
Address Line 2								
City	State	ZIP Code						
Primary Phone*	Ext.							
Email*								
Program*	Veterans Representative* YES NO							
Level of Administration/MNW Privileges*								
Social Security Number (SSN) View:	NO YES	SSN Full View will be strictly limited for security purposes. All MAD users can view last four digits of SSN's. Provide detailed explanation to support your need to view full SSN's below:						
Secret Question* (e.g., "What is my father's name?")								
Secret Question Answer* (answer must be one word only)								
Confirmation ID* (use the last six digits of your SSN)								
<p>I understand that access to the MAD website and the private or non-public data it contains is for the purpose of performing my job as an employee of the Department of Employment and Economic Development, or one of its partners or its partner subcontractors for matching job seekers to jobs and administration or delivery of Minnesota CareerForce System. I am responsible for protecting these access privileges and the data obtained in accordance with the Minnesota Government Data Practices Act, Chapter 13. Any use of this privilege for purposes other than those authorized in connection with these duties will be cause for discipline or prosecution under Minnesota Statute 13.09.</p>								
Requestor Signature*	Date							
MANAGEMENT AUTHORIZATION – CareerForce Site Representative (https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=449) As the site representative of the above-named CareerForce location, I am aware of the responsibilities being assigned and request that access be provided.								
CareerForce location Site Representative Signature*	Date							
MAD DATA STEWARD APPROVAL								
Signed	Date							
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">MN.IT@DEED Service Desk Use Only</td> <td style="border: none;">Date</td> <td style="border: none;">LOGONID</td> </tr> <tr> <td style="border: none;">Entered By</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>			MN.IT@DEED Service Desk Use Only	Date	LOGONID	Entered By		
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Entered By								

Level of Administration

Select the appropriate level for this administrator from the three choices defined below (Local/StaffLocal, Service/StaffNormal and Report/StaffNormal). The level selected determines the MAD functionality the administrator has for their Primary and Additional CareerForce location(s).

Local/StaffLocal Administrators

Can Schedule Sessions

Appointments, Career Fair/Employer of the Day, Education Fair/Educator of the Day, Job Club/Transition Support/Networking, Workshop for Career Seekers.

Can Activate and Edit Sessions

Appointments, Career Fair/Employer of the Day, Education Fair/Educator of the Day, Job Club/Transition Support/Networking, Workshop for Career Seekers.

Can Register and Record Attendees

Appointments, Career Fair/Employer of the Day, Education Fair/Educator of the Day, Job Club/Transition Support/Networking, Workshop for Career Seekers.

Other Functionality

Assist customers in registering or changing their account information e.g. unlock accounts, change secret question and/or answer.

Look-up the accounts of customers from a case management perspective.

Are responsible for training new StaffLocal and StaffNormal administrators at their CareerForce location.

Have the same functionality of StaffNormal administrators and Report/StaffNormal administrators.

Service/StaffNormal Administrators:

Can Activate

Appointments, Career Fair/Employer of the Day, Education Fair/Educator of the Day, Job Club/Transition Support/Networking, Workshop for Career Seekers.

Can Register and Record Attendees

Appointments, Career Fair/Employer of the Day, Education Fair/Educator of the Day, Job Club/Transition Support/Networking, Workshop for Career Seekers.

Other Functionality

Assist customers in registering or changing their account information e.g. unlock accounts, change secret question and/or answer.

Look-up the accounts of customers from a case management perspective.

Have the same functionality of Report/StaffNormal Administrators.

Social Security Number (SSN) Full View Access

All MAD Access administrators will be able to:

View the Personally Identifiable Information (PII) (last 4 SSN's -- display only; Date of Birth (DOB); Phone Number; Address; City) displayed on the Career Seeker Search page to **verify** a Career Seeker's account and/or identity.

How to request SSN Full View Access

A detailed explanation to support the need to have SSN Full View Access must be stated in the space provided on the request form.

The request will be reviewed and a determination made of approved or not approved.

SSN Full View will be strictly limited for security purposes.

When an administrator views the full SSN, it is tracked within the MAD System.

If Approved:

Allows the user to have Full View Access of Career Seeker SSNs.

If Not Approved

Does not affect any other access or functionality. Staff can view the personally identifiable information (PII) displayed on the Career Seeker Search Results page to **verify** a Career Seeker's account and/or identity.