

MinnesotaWorks.net Administrative System Access Request Form

The following information is needed to process your request to access the MinnesotaWorks.net Administration (MAD) website. Complete and sign this form. Ask your CareerForce Site Representative or 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 is listed on [Page 3](#) of this form.

Requestor

* = Required Fields

*Last Name: _____ *First Name: _____ MI: _____

*Employer Type: _____ *Primary CareerForce Location: _____

Additional CareerForce Location(s): _____

Agency: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

*Primary Phone Number: _____ Ext: _____ *Email Address: _____

*Program: _____ *Veterans Representative: _____

*Level of Administration/MNW Privileges:

Additional Comments

*Secret Question: _____ *Secret Answer: _____

MUST be one word only

*Confirmation ID: _____

Select a 6-digit code that you will remember and will be used for validation

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.

*Requestor Signature: _____ *Date: _____

CareerForce Location Manager or Site Representative

MANAGEMENT AUTHORIZATION – CareerForce Location Manager or 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.

*First Name: _____ *Last Name: _____

* CareerForce Location Manager or Site Representative Signature: _____

Email the signed, completed form to CareerForce@state.mn.us

CareerForce Information and Assistance Manager/Lead Worker Use Only

Entered By _____ Date _____

MAD Access System Roles

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.