

WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES
RESEARCH & STATISTICS SECTION CaIJOBSSM TECH SUPPORT TEAM
LOS ANGELES COUNTY CaIJOBS USER ID REQUEST FORM

FIRST NAME	LAST NAME	JOB TITLE	EMAIL	AGENCY	AGENCY ZIP CODE	ADD (A) DELETE (D)	ACCESS GROUP (SUPERVISOR OR STAFF)

SUPERVISOR NAME (Please print): _____

SUPERVISOR SIGNATURE: _____

LOS ANGELES COUNTY CalJOBS USER ID REQUEST PROCEDURES

1. **First Name** – Indicate the first name of the staff requiring a User ID addition or deletion.
2. **Last Name** – Indicate the last name of the staff requiring a User ID addition or deletion.
3. **Job Title** – Indicate the job title of the staff requiring a User ID addition or deletion.
4. **E-Mail** – Indicate the E-mail address of the staff requiring a User ID addition or deletion
5. **Agency** – Indicate the agency name to which the staff requiring a User ID addition or deletion operates as an employee.
6. **Agency Zip Code** – Indicate the Zip Code of the Agency indicated in item #5.
7. **Add (A) Delete (D)** – Indicate whether or not the staff's User ID should be created/added or deleted.
8. **Access Group** – Indicate whether or not the staff's User ID should have Supervisor or Staff level privileges.

Requestors must complete each field of the Los Angeles County CalJOBS User ID Request form and a Supervisor's signature must be included.

It is suggested to use the form's embedded text fields to complete the request. However, the requestor may opt to print the blank form and complete it by hand.

E-mail the completed form to CalJOBStechsupport@wdacs.lacounty.gov