



USER I.D. ACTION REQUEST

ACTION REQUESTED

<input type="checkbox"/> Add New User	<input type="checkbox"/> Delete Current User	<input type="checkbox"/> Change User Information
<input type="checkbox"/> Reset User Password (List systems to be reset in Remarks section)		

TO BE COMPLETED FOR ALL ACTIONS

RACF Code (check one)			
<input type="checkbox"/> E - DHS Employee	<input type="checkbox"/> T - DHS Temporary (non contractual)	<input type="checkbox"/> C - Contractor*	<input type="checkbox"/> X - Subcontractor*
<input type="checkbox"/> S - DHS Student	<input type="checkbox"/> D - Data Sharing Agreement		
* Executive Staff Approved required to ADD a Contractor or Subcontractor user			
User's Last Name:		First Name:	M.I.:
Work Location Name:		Work Address (Street & City):	
Employee I.D.			
Job Function:		Phone Number:	
Remarks:			

TO BE COMPLETED ONLY FOR CONTRACTORS & SUBCONTRACTORS

(This information is specific to the primary business contracting with DHS.)

Name of Business Contracting with DHS:	
DHS Contract Number of Business Contracting with DHS:	
Contract End Date:	Nine Digit Taypayer I.D. of Business Contracting with DHS:
Business Location (City Only) of Business Contracting with DHS:	

TO BE COMPLETED FOR ALL ACTIONS EXCEPT "DELETE CURRENT USER"

I, the undersigned, agree to use Department of Human Services (DHS) computer resources, including computers, software and facilities for DHS business only. I understand that the use of computer resources for any purpose other than official DHS business is strictly forbidden by State law and DHS policy. Any unauthorized use of DHS data processing resources may be cause for disciplinary action, up to and including termination of my employment with DHS. Further, I understand that Illinois statute and DHS policy prohibit disclosure or discussion of any DHS recipient information or other confidential information with anyone outside the Department without proper authorization. I also understand that I am personally responsible for any action taken using my User I.D. I agree not to share or give my User I.D. or Password to anyone.

User Signature: _____ Date: _____

APPROVALS

Section/Unit Supervisor (required for all actions) _____ Date: _____

Requesting Bureau of office head (required for Add a New User): _____ Date: _____

Executive Staff Authorization (required for Add or RACF Code C or X) _____ Date: _____

RACF Coord. Initials: _____ Date: _____

LAN Coord. Initials: _____ Date: _____

Other (Specify): _____ Date: _____



USER I.D. ACTION REQUEST

Description of entries on the "USER I.D. ACTION REQUEST" Form IL 444-4055 (R-4-01)

ACTION REQUESTED	Enter purpose of the request: ADD, DELETE, CHANGE, or PASSWORD RESET. For password reset, list system(s) to be reset in the Remarks section (i.e. Mainframe/Extra, LAN, Reliance, VCM, etc.)
RACF CODE	E-DHS Employee, T-DHS Temporary (non-contractual,) (A Temporary User is paid through the DHS payroll system - e.g., a college summer worker), C-Contractor, X-Subcontractor, S-DHS Student (These are students at ISVI, ISD, and some of the other DHS facilities). D-Data sharing agreement with outside entities. (Copy of agreement to be provided to MIS Computer Security.)
USER'S LAST NAME, FIRST SSN	Enter the user's Last Name and First Name in the required boxes. Enter the user's Social Security Number.
USER I.D. ASSIGNED	If User I.D. is currently assigned to the requestor, enter the User I.D. Otherwise, the Security Coordinator will enter the User I.D. assigned via the RACF Menu System.
WORK LOCATION NAME	Enter the user's office, bureau of section name (i.e. Zeller MH, Cass County L.O., Human Resources, etc.)
WORK ADDRESS	Enter the street address of the user's work location.
JOB FUNCTION	Enter the user's job function or position title. Access to DHS platforms, (e.g. Mainframe/Extra, LAN, Reliance/VCM, etc.) will be established based on this entry.
PHONE NUMBER	Enter the user's phone number, including area code and extension.
REMARKS	Enter any special information or clarifications here.
BUSINESS NAME	For contractors or subcontractors, (RACF Codes "C" or "X"), enter the name of the primary business that contracts with DHS. For a personal service contract that does not have a business name, enter the user's name.
DHS CONTRACT NUMBER	Enter the DHS contract number. This number can be found on the Contract Obligation Document (COD) in the box labeled "Contract/Obligation No." Subcontractors enter the contract number for primary business contracting with DHS.
CONTRACT END DATE	Enter the end date of the contract as shown on the Contract Obligation Document (COD).
TAYPAYER I.D. NUMBER	Enter the Federal Employer's Identification Number. For a personal service contractor who does not have a FEIN, enter the contractor's (user's) SSN.
BUSINESS LOCATION (CITY ONLY)	To help identify the proper business and/or contract the user is being associated with, enter the name of the city where the business for this contract is located. For example, Kelly Temp Services will have a branch offices in several cities. Use the City name to tie the user to the proper business and/or contract (if a contract was previously entered for this business.)
USER'S SIGNATURE/DATE	Requestor (user) agrees to abide by the conditions outlined in the security disclosure statement.
REQUESTING SUPERVISOR	The supervisor signs and date all requests.
REQUESTING BUREAU HEAD	The requestor's Bureau or office head signs for an ADD New User request.
EXECUTIVE STAFF AUTHORIZATION	If the requestor is a non-IDHS employee (RACF Code "C" or "X"), the requestor's Executive Staff member must approve an ADD New User request.
RACF/LAN/OTHER COORD. INITIALS	Coordinators initial and date when the requested action is completed.