

# DHS Systems Request Form

## Employment Services Vendor Access

(Please refer to this link "[DHS Systems Requesting Access](#)" or the same procedure on the Provider Web Page "Policies & Manuals")

We are an Employment Services vendor for the Ramsey County MFIP program. Access is required to the systems checked below so that we have correct and updated information to serve our participants.

Maxis Inquiry Access                       MEC2 Access

**! The staff below has been locked out of Maxis due to inactivity. A temporary password is required to have access restored. This access is necessary for staff to do their work. The Staff has also been informed to change password every 30 days to stay in compliance.**

<b>Staff Name</b>	<b>Mr.</b>	<b>Ms.</b>	<b>Last</b>	<b>First</b>	<b>MI</b>	<b>No MI</b>
<b>Job Title</b>						
<b>Email Address</b>						
<b>Phone</b>						
<b>Agency Name</b>						
<b>Agency Address</b>						
<b>Supervisor Name</b>						
<b>Supervisor Phone</b>			<b>Supervisor Maxis ID</b>			

WFS MIS Liaison Maxis ID: **X1622LD** (This is in lieu of Supervisor ID not having one)

Staff TrainLink ID or Maxis#                      Current      Previous      Cannot Remember

If previous, enter email address at time of access (if known)

The **DHS Handling MN Information Securely Form** is attached  
(Required for any DHS system access listed and is to be completed on an annual basis)

2 courses completed for **MEC2**.

**TES260:** Getting started in MEC2

**TES261:** MEC2 Inquiry

3 course below are completed for Maxis Inquiry access

**TES100-1:** Introduction to Public Assistance

**TES100-2:** Introduction to Maxis and MMIS

**TES355:** Maxis Inquiry for Employment Services Workers

*Notification must be given to the Workforce Solutions MIS Help Desk by the agency supervisor or agency data specialist when staff leave an agency so access can be inactivated for all DHS systems.*

Your email as a supervisor/manager verifies your approval for requested access: \_\_\_\_\_

Date

Questions contact: [ws-mis-helpdesk@ramseycounty.us](mailto:ws-mis-helpdesk@ramseycounty.us)