

DHS Systems Request Form

Employment Services Vendor Access

(Please refer to the "DHS Systems Requesting Access" procedure on the Provider Web Page under "Policies & Manuals")

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

Maxis Inquiry Access

MEC2 Access

! The user 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.

Staff Name: Mr. Ms. Last _____ First _____ MI ____ No MI

Employee Job Title: _____

Agency Name: _____

Agency Address: _____

Email Address: _____

Phone: _____

Supervisor Name: _____

Supervisor Phone: _____

WFS MIS Liaison Maxis ID: **X1622LD** (This is in lieu of Supervisor ID since some do not have one)

Staff TrainLink ID: _____

Maxis Inquiry/MEC2 ID#: _____ Current Previous Cannot remember
(if none write "none")

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)

Completed courses **TES260** and **TES261** for **MEC2**.

Completed classroom training **TES315** for **Maxis Inquiry for ES Workers**.

Registered for **TES315 Maxis Inquiry for ES Workers**, training date: _____
(Once Maxis training is completed staff will email the MIS Help Desk so access may be activated)

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