



DJJ ISS Access Request Form

This form must be completed by the "Authorized Account Requester" and sent to the "DJJ Account Facilitator" (Account.Facilitator@djj.virginia.gov) for processing.

Complete all the information below and select access.

Section 1: User Information

Full Legal First Name:		Full Legal Middle Name:	
Full Legal Last Name:		Suffix (Sr., Jr., III, etc):	
Request Type:		Effective Date:	
Facility:		Job Title:	
Phone:	Fax:	Email address:	
Supervisor's Name:		Supervisor's Phone:	
Authorizer's Name:		Authorizer's signature:	

Section 2: BADGE System Access

Community Modules	Institution Modules	Other Modules
Intake	Custody Classif.	SIR
Clerk View	Direct Care	GMS
Community Insight	Resident Grievance	Caseload
CPR Programs	Pop Board	YASI
Detention	Oak Ridge	Dup. Merging
	REACH	

Section 3: DOORS System Access

HRIS
Background Invest.

Section 4: DHRM Application

PMIS

Section 5: Other Access

<input type="checkbox"/>	User needs Central Office Parking Access Card	<input type="checkbox"/>	Warehouse
<input type="checkbox"/>	User needs Central Office Building Access Card	<input type="checkbox"/>	

Section 6: Department of Accounts Applications

<input type="checkbox"/>	TSO-Finds	<input type="checkbox"/>	CIPPS	<input type="checkbox"/>	FAACS
<input type="checkbox"/>	CARS - Inquiry	<input type="checkbox"/>	CARS - Entry	<input type="checkbox"/>	ReportLine
<input type="checkbox"/>	Cardinal - Inquiry	<input type="checkbox"/>	Cardinal - Entry	<input type="checkbox"/>	

To request COV Network and Outlook email accounts complete the online VITA "COV Access Request" form at:

<https://esupport.virginia.gov/accountrequest/> and send to "Account.Facilitator@djj.virginia.gov"

Comments: