BADGE/CPR/DOORS Request Form

Virginia Department of Juvenile Justice

Form Instructions:

1. This form must be completed and sent by the "Authorized Account Requester" to the "DJJ Account Facilitator" (Account.Facilitator@djj.virginia.gov) for processing.
2. This form must be digitally signed by the Supervisor as verification of access rights review and approval.
3. To request COV Network and email accounts complete the online VITA "COV Access Request" form at: New Account Request.

SECTION 1 - USER INFORMATION

Full Legal First Name:

Full Legal Middle Name:

Full Legal Last Name:

Suffix (Sr., Jr., III, etc):

Work Email:

Work Phone:

Work Title:

Facility:

Request Type:

Effective Date:

SECTION 2 – BADGE SYSTEM ACCESS

COMMUNITY MODULES	INSTITUTION MODULES	OTHER MODULES
Intake	Custody Classification	Incident Reporting
Community Insight	Direct Care	Gang Management System
CPR Programs *	Resident Grievance	Caseload
Detention	Pop Board	CaseWorks (YASI)
		Duplicate Merging

*CPR Access must be approved by Katherine Farmer.

SECTION 3 – OTHER SYSTEM ACCESS

Background Invest.:

Juvenile Profile:

SECTION 4 – COMMENTS

SECTION 5 – SUPERVISOR REVISION AND APPROVAL

Supervisor Name:

Phone:

Email:

Supervisor Digital Signature: _____

By signing this form, I certify that I have reviewed and I approve all access herein requested.