



DJJ ISS Access Request Form

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:	Supervisor Name:
Authorizer's Name:		Authorizer's signature:

Section 2: COV Accounts

<input type="checkbox"/>	COV Network Account	<input type="checkbox"/>	COV Outlook Email Account
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To request COV Network and Outlook email account complete the online "COV Access Request" at: <https://esupport.virginia.gov/accountrequest/> see appendix A for detailed instructions.

Section 3: BADGE System Access – Select only those that apply

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	
	REACH	

Comments:

Section 4: Other Access

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

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"/>	

Department of Human Resource Applications

<input type="checkbox"/>	PMIS	<input type="checkbox"/>	CRM
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