

Instructions for ISIS Form DCFS 010

Purpose: To request Access for a New User ID or to Change, Add or Delete Access to an existing User's profile. This form is required with all action requests.

Sections to be completed:

Date: Current Date of Request

RE: Type of Request (Check One)

Employee Name: Person needing or changing access to the ISIS System

Work Telephone: (Direct Desk Number)

E-mail Address

The above identified employee will be required to perform the following duties in the ISIS System

1. Indicate what access is needed for this employee. Enter/Approve (Examples)
2. In the Case of an Approver – List the name of previous user if replacing.
3. In the Case of an Approver – Indicate Primary or Back-up
4. Provide the Agency number/s (360_ _ _) where access is needed.

Employee's Supervisor must sign and date the DCFS 0010 Form