

Texas Workforce Commission

IT-11 Computer System Access Request (0716)

The purpose of this form is for TWC Staff & directly employed contractors to formally request access to TWC Information Resources, as specified below:

Supervisor's Name (required):	Form Submitted/Prepared by (required):	Date Submitted (required):
----------------------------------	---	----------------------------

User Information

Last Name (required):	First Name (required):	Middle Name:
Employee ID#:	Work Phone with Area Code:	SSN (Required for new users only):
City:	Department:	Work Location:
Work Email (if available):	Dept Cost Center, RACF Group ID, Employer (Board # if TWC staff working at WDB):	

<input type="checkbox"/> TWC Staff	<input type="checkbox"/> TWC Contractor*	<input type="checkbox"/> Temporary Worker*
------------------------------------	--	--

*** If you select TWC Contractor or Temporary Worker in the User Information section and also New User Request in the Request Type section, you must provide the Contract End Date for the user in the Details section. Your request will be rejected if the contract end date is not provided on this form.**

Request Type

<input type="checkbox"/> New User Request	<input type="checkbox"/> Modify Existing User	<input type="checkbox"/> User Transfer	<input type="checkbox"/> CHAPS Basic Access**
<input type="checkbox"/> Windows	<input type="checkbox"/> RACF (Mainframe)	<input type="checkbox"/> UNIX	<input type="checkbox"/> Other (describe below)

Details (Please list folders, email distribution lists, etc.; attach separate page if necessary):

**** If the user needs other than CHAPS Basic Access, please submit a completed P-42 form to CHAPS HR/Payroll Help Desk. If the user needs TMS access, please submit a completed P-42f form to the TMS Coordinator.**

Privileged System Access (Typically for IT Staff)

<input type="checkbox"/> Windows	<input type="checkbox"/> RACF (Mainframe)	<input type="checkbox"/> UNIX	<input type="checkbox"/> Other (describe below)
----------------------------------	---	-------------------------------	---

Details of privileged access being requested:

Please note that requests for privileged access will require an additional level of approval from the IT Infrastructure Services Division. This may delay processing. (Local system admin privileges are requested via the IT-10 form)

For new users, this form must be submitted with a copy of the completed P-41 Information Security Agreement form. New accounts will not be processed if IT does not have a copy of the P-41.

IT-11 (0716) An individual may receive, review, and correct information collected at TWC about the individual by emailing open.records@twc.state.tx.us or writing to TWC, Open Records Section, Rm 266, 101 East 15th, Austin, TX 78778-0001.