COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF SOCIAL SERVICES
WORKFORCE DEVELOPMENT BOARD

Request for CalJOBS Staff Account

New account requests must be accompanied by a signed Confidentiality Statement.

Requesting Agency:	☐ AJCC – Eckerd Workforce Development ☐ Youth – County Office of Education ☐ Department of Social Services ☐ Other: _____
	☐ Deactivate Account ☐ Reactivate Account ☐ Request New Account ☐ Temporarily Deactivate Account
First Name:	
Last Name:	
Start Date:	
Deactivation Date:	
Deactivation Case Reassignment*:	☐ Temporary Case Reassignment ☐ Permanent Case Reassignment
** Temporary Case Reassignment will not reflect in reassigned career coaches case load and not able to set up alerts. Permanent Case Reassignment reflects in reassigned career coaches case load and career coach can set up alerts.*	
Reassignment Staff:	
Job Title:	
Responsibilities:	☐ Front Desk / Resource Room ☐ Individual Case Management *(WIOA Programs)* ☐ Business Services *(WIOA Programs)* ☐ Rapid Response ☐ Clerical/Fiscal ☐ Administrative *(DSS Only)* ☐ Business Services *(Non-WIOA)* ☐ Other: _____
Designated as a Supervisor? *(WIOA Programs)*	☐ Yes ☐ No

Email Address**:	
Phone Number:	
Primary Office Location:	
Additional Office Locations: *(If Applicable)*	_____ _____ _____
*** Must be an email address issued to the staff member by the requesting agency. Personal and/or third-party emails are not permitted.*	

Please complete and send this form to edhernandez@co.slo.ca.us
when requesting new or removal of access to CalJOBS for a staff member.