# Request for CalJOBS Staff Account

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

## Requesting Agency:
- [ ] AJCC – Eckerd Workforce Development
- [ ] Youth – Eckerd Workforce Development
- [ ] Department of Social Services
- [ ] Other: ________________________________

## Account Options:
- [ ] Deactivate Account
- [ ] Reactivate Account
- [ ] Request New Account
- [ ] Temporarily Deactivate Account

## Contact Information:
- **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 shayter@co.slo.ca.us when requesting new or removal of access to CalJOBS for a staff member.