

Code	Office (Applicable to Field # 14)
001	CENTRAL-PROBATION
003	CENTRAL-FINANCE
005	CENTRAL-FAMILY DIVISION
006	CENTRAL-CWA
007	CENTRAL-DIVISION OF MEDICAL ASSISTANCE
008	CENTRAL-DEPARTMENT OF THE TREASURY
009	CENTRAL-DYFS CENTRAL OFFICE
500	CENTRAL-ADMINISTRATIVE OFFICE
900	CENTRAL-DIVISION OF FAMILY DEVELOPMENT
011	ATLANTIC-PROBATION
013	ATLANTIC-FINANCE
015	ATLANTIC-FAMILY DIVISION
016	ATLANTIC-CWA
031	BERGEN-PROBATION
033	BERGEN-FINANCE
035	BERGEN-FAMILY DIVISION
036	BERGEN-CWA
051	BURLINGTON-PROBATION
053	BURLINGTON-FINANCE
055	BURLINGTON-FAMILY DIVISION
056	BURLINGTON-CWA
071	CAMDEN-PROBATION
073	CAMDEN-FINANCE
075	CAMDEN-FAMILY DIVISION
076	CAMDEN-CWA
091	CAPE MAY-PROBATION
093	CAPE MAY-FINANCE
095	CAPE MAY-FAMILY DIVISION
096	CAPE MAY-CWA
111	CUMBERLAND-PROBATION
113	CUMBERLAND-FINANCE
115	CUMBERLAND-FAMILY DIVISION
116	CUMBERLAND-CWA
131	ESSEX-PROBATION
133	ESSEX-FINANCE
135	ESSEX-FAMILY DIVISION
136	ESSEX-CWA
151	GLOUCESTER-PROBATION
153	GLOUCESTER-FINANCE
155	GLOUCESTER-FAMILY DIVISION
156	GLOUCESTER-CWA
171	HUDSON-PROBATION
173	HUDSON-FINANCE
175	HUDSON-FAMILY DIVISION
176	HUDSON-CWA
191	HUNTERDON-PROBATION
193	HUNTERDON-FINANCE
195	HUNTERDON-FAMILY DIVISION
196	HUNTERDON-CWA
211	MERCER-PROBATION
213	MERCER-FINANCE
215	MERCER-FAMILY DIVISION
216	MERCER-CWA
231	MIDDLESEX-PROBATION
233	MIDDLESEX-FINANCE
235	MIDDLESEX-FAMILY DIVISION
236	MIDDLESEX-CWA
251	MONMOUTH-PROBATION
253	MONMOUTH-FINANCE
255	MONMOUTH-FAMILY DIVISION
256	MONMOUTH-CWA
271	MORRIS-PROBATION
273	MORRIS-FINANCE
275	MORRIS-FAMILY DIVISION
276	MORRIS-CWA
291	OCEAN-PROBATION
293	OCEAN-FINANCE
295	OCEAN-FAMILY DIVISION
296	OCEAN-CWA
311	PASSAIC-PROBATION
313	PASSAIC-FINANCE
315	PASSAIC-FAMILY DIVISION

316	PASSAIC-CWA
331	SALEM-PROBATION
333	SALEM-FINANCE
335	SALEM-FAMILY DIVISION
336	SALEM-CWA
351	SOMERSET-PROBATION
353	SOMERSET-FINANCE
355	SOMERSET-FAMILY DIVISION
356	SOMERSET-CWA
371	SUSSEX-PROBATION
373	SUSSEX-FINANCE
375	SUSSEX-FAMILY DIVISION
376	SUSSEX-CWA
391	UNION-PROBATION
393	UNION-FINANCE
395	UNION-FAMILY DIVISION
396	UNION-CWA
411	WARREN-PROBATION
413	WARREN-FINANCE
415	WARREN-FAMILY DIVISION
416	WARREN-CWA

Code	Role (Applicable to Field #19)
RP124	ASSISTANT CHIEF PROBATION OFF
RB091	BCM COURT EXECUTIVE
RB051	BCM FINANCIAL CLERK
RB052	BCM FINANCIAL SPECIALIST
RB053	BCM INQUIRY ONLY
RB054	BCM SUPV/MGR
RS123	BI MANAGER DASHBOARD
RC073	CALL CENTER SUPERVISOR
RC074	CALL CENTER WORKER
RS088	CASE CLOSURE
RS125	CENTRAL OFFICE SSP ROLE
RS087	COLA PRESIDING JUDGE
RF089	COUNTY SECURITY
RA001	CSP SUPERVISOR - APPROVAL
RC075	CUSTOMER SERVICE LIAISON
RC076	CUSTOMER SERVICE REP
RA002	CWA ATTORNEY
RA003	CWA CASE ASSIGNMENT
RA004	CWA CSP WORKER
RA005	CWA ELIGIBILITY STAFF
RA105	CWA FISCAL SUPERVISOR
RA006	CWA GENETIC TEST COORDINATOR
RA007	CWA INTERFACE SPECIALIST
RA079	CWA NEW CASE ASSIGNMENT
RA009	CWA NPA APPLICATION UPDATE
RA010	CWA PARENT LOCATOR
RA011	CWA REPORT SPECIALIST
RP108	CWA SECURITY
RA012	CWA SENIOR ACCOUNT
RV102	CWA SUPPORT ROLE
RA092	DFD CWA CENTRAL CONVERSION
RS056	DFD FISCAL SUPERVISOR
RS057	DFD FISCAL WORKER
RS109	DFD GDLN
RS058	EFT/SVC COORDINATOR
RM104	FAMILY CASE WORKER
RM014	FAMILY CWA INTAKE
RM015	FAMILY DIVISION ADMINISTRATOR
RM115	FAMILY DIVISION MANAGER
RM016	FAMILY DIVISION SUPERVISOR
RM081	FAMILY NEW CASE ASSIGNMENT
RM017	FAMILY OBLIGATION ENTRY
RS101	FAMILY OTHP
RM018	FAMILY RECEPTIONIST SCREENER
RM019	FAMILY SYSTEMS ADMINISTRATOR
RS060	FAMILY VIOLENCE VIEW
RM020	FAMILY WORKER
RF044	FINANCE JUDICIARY ACCT CLERK
RF045	FINANCE JUDICIARY AUDITOR
RF046	FINANCE JUDICIARY RECOUP SPEC
RF047	FINANCE MANAGER
RF048	FINANCE PAYMENT (RCTH) CLERK
RF049	FINANCE RECEIPT HOLD SPEC
RF050	FINANCE SUPERVISOR
RS061	HEARING OFFICER
RS062	HIGH PROFILE CASES
RP022	ICR CASE WORKER
RS085	ICR SUPERVISOR
RS086	INTERSTATE WORKER
RS099	IV-D DIRECTOR
RV113	JOBS
RV119	JOBS VIEW ONLY

Code	Role (Applicable to Field #19)
RS063	JUDGE
RS107	JUDGE DESIGNEE
RV112	LOCATE PORTAL
RS064	LOTTERY COORDINATOR
RV103	MEDICAL SUPPORT FACILATOR
RV118	MODIFY FACTS PARTY ID
RS089	NMSN VENDOR
RS120	OCSS LIEN LEVY OFFSET STAFF
RS065	OCSS LIEN LEVY/OFFSET MGR
RS066	OCSS LIEN LEVY/OFFSET SUPV
RS067	OCSS LIEN LEVY/OFFSET WRKR
RS068	OCSS MANAGER
RS100	OCSS NMSN
RS069	OCSS SUPERVISOR
RS070	OCSS WORKER
RS121	OFFSET WORKER
RP023	PROBATION ADDRESS SPEC
RP024	PROBATION AOC COLLECTIONS
RP025	PROBATION AOC CSLN
RP026	PROBATION AOC FIDM
RP027	PROBATION AOC INQUIRY
RP084	PROBATION AOC NMSN
RP028	PROBATION AOC SUPV/MGR
RP029	PROBATION AOC TECHNOLOGY
RP030	PROBATION BENCH WARRANT
RP031	PROBATION CALENDARING
RP032	PROBATION COLA
RP033	PROBATION CREDIT REPORTING
RP034	PROBATION CSLN
RP035	PROBATION ENF WORKER
RP036	PROBATION FIDM
RP037	PROBATION LICENSE SUSPENSION
RP080	PROBATION NEW CASE ASSIGNMENT
RP038	PROBATION PRINT
RP039	PROBATION SECURITY
RP040	PROBATION SORD
RP042	PROBATION SUPPORT STAFF INQ
RP043	PROBATION SUPPORT STAFF UPD
RP041	PROBATION SUPV/MGR
RU078	SDU SUPERVISOR
RU077	SDU WORKER
RS106	SELF ASSESSMENT WORKER
RS071	SHERIFF
RS072	STATE PARENT LOCATOR
RF090	STATE SECURITY
RV126	SVCI WORKER
RA013	TRIENNIAL REVIEW WORKER
RV114	USEM PIN RESET
RM122	VENUE TRANSFER
RVIEW	VIEW ACCESS
RV117	VIEW ALERTS

Code	Title - (Applicable to field # 6)
A1	ADMINISTRATIVE SPECIALIST I
A2	ADMINISTRATIVE SPECIALIST II
A3	ADMINISTRATIVE SPECIALIST III
A4	ADMINISTRATIVE SPECIALIST IV
A5	ADMINISTRATIVE SUPERVISOR
A6	ADMINISTRATIVE SUPERVISOR I
A7	ADMINISTRATIVE SUPERVISOR II
A8	ASSISTANT FAMILY DIVISION MANAGER
AA	ASSISTANT ADMINISTRATIVE SUPERVISOR
AC	ACCOUNTANT
AF	ASSISTANT FINANCE DIVISION MANAGER
AT	ATTORNEY
BC	BILINGUAL CLERK
BP	BILINGUAL PROBATION OFFICER
BT	BILINGUAL CLERK TYPIST
C1	CHILD SUPPORT PROGRAM SPECIALIST
C2	CHILD SUPPORT PROGRAM SUPERVISOR
C3	CHILD SUPPORT PROGRAM WORKER
C4	CHILD SUPPORT SPECIALIST
C5	COURT SERVICES SUPERVISOR I
C6	COURT SERVICES SUPERVISOR II
CA	CONFIDENTIAL ASST SECRETARY
CC	CHILD SUPPORT COORDINATOR
CE	COURT EXECUTIVE
CI	CHILD SUPPORT PROGRAM INVESTIGATOR
CL	CLERK
CO	CHILD SUPPORT PROGRAM COORDINATOR
CP	CHIEF PROBATION OFFICER
CR	CHILD SUPPORT PROGRAM RECEPTIONIST
CT	CLERK TYPIST
CW	CASEWORKER
DE	DATA ENTRY
F1	FISCAL SUPERVISOR
FD	FINANCE DIVISION MANAGER
FM	FAMILY DIVISION MANAGER
FO	FISCAL OFFICER
FS	FINANCIAL SPECIALIST I
H1	HUMAN SERVICES SPECIALIST I
H2	HUMAN SERVICES SPECIALIST II
H3	HUMAN SERVICES SPECIALIST III
H4	HUMAN SERVICES SPECIALIST IV
HO	HEARING OFFICER
IV	INVESTIGATOR
J1	JUDICIARY ACCOUNT CLERK II
J2	JUDICIARY CLERK II
J3	JUDICIARY CLERK III
J4	JUDICIARY CLERK IV
J5	JUDICIARY SECRETARY I
JU	JUDGE
LS	LEGAL STENOGRAPHER
MP	MASTER PROBATION OFFICER
P1	PRINCIPAL ACCOUNT CLERK
P2	PRINCIPAL CLERK
P3	PRINCIPAL CLERK TRANSCRIBER
P4	PRINCIPAL CLERK TYPIST
PO	PROBATION OFFICER
PS	PARALEGAL SPECIALIST
PT	PARALEGAL TECHNICIAN I
S1	SENIOR ACCOUNT CLERK
S2	SENIOR CLERK TYPIST
S3	SENIOR PROBATION OFFICER
S4	SUPERVISOR
S5	SUPERVISOR / ACCOUNTS
S6	SUPERVISOR / DATA ENTRY
S7	SUPERVISOR CLERK TYPIST
S8	SUPERVISOR I
S9	SENIOR ACCOUNTANT
SA	SECRETARIAL ASST TRANSCRIBER
SC	SENIOR CLERK
SI	SENIOR INVESTIGATOR
SL	SENIOR LEGAL STENOGRAPHER
SO	SECURITY ADMINISTRATOR
SP	SPECIALIST
VA	VICINAGE ASSISTANT CHIEF PROBATION OFFICER

## Instructions for Completing the NJKiDS Request for User Access Form

The above form needs to be filled out **in full** and signed by the staff member requiring access and their supervisor.

### Procedure:

- The staff member must forward an electronic and hard copy (with their signature) to their supervisor. The DFD, CWA or Sheriff supervisor must authorize the request by attaching their signature to and retaining the hard copy and forwarding the electronic form to the DFD NJKiDS Help Desk ([DFD-NJKiDS-supportdesk@dhs.state.nj.us](mailto:DFD-NJKiDS-supportdesk@dhs.state.nj.us)) from their own email account (which will suffice to affix authorization).
- Judiciary staff should follow the same procedure by forwarding the signed and electronic forms to their supervisor. However, for NJKiDS New User requests the supervisor must forward the electronic copy to their designated Information Technology staff person who will process the account on the judiciary side which will automatically forward the required information to the NJKiDS Help Desk to complete the user request process within NJKiDS. **Note:** Procedures for all other actions can be found in the amended **IT 10-27**

### Explanation of Fields:

- Choose the type of access requested from drop down i.e.: Add, Change, Delete
- *1. Last Name:* Insert last name of staff person who requires access.
- *2. First Name:* Insert first name of staff person who requires access.
- *3. Middle Name:* Insert middle name of staff person who requires access.
- *4. County Name:* Name of county you work in.
- *5. Agency:* Choose from drop down list.
- *6. Office Code:* Code from list of offices on Access Form, Attachment 1.  
**\*\*Sheriff Users Only: Please choose your County Probation Office**
- *7. Phone:* Requested users phone number,
- *8. Email:* Requested users office e-mail address.
- *9. User ID:* For most, this is your network logon. For CWA users - this is your DHS account logon.
- *10. FACTS Operator ID:* The new users FACTS Operator ID. Note: FACTS Operator ID is required for anyone who will be performing an update function in NJKiDS. Please work with your local IT staff to obtain a FACTS Operator ID. **\*\* Sheriff Users Only: Leave this field blank**
- *11. Title Code:* Code from title list on Access Form, Attachment 1.
- *12. Doc Title:* (to appear on NJKiDS generated documents/forms): Choose one from drop down.  
**\*\* Sheriff & Vendor Staff Only: Leave this field blank**
- *13. Begin Access Date:* (mm/dd/yyyy) Date user needs access to NJKiDS, i.e.: 01/01/2010.
- *14. Caseload Assignment Alpha Range:* To assign a range of caseloads, insert the alpha range, i.e.-AAA-BAS, otherwise, leave blank.
- *15. List Name of Staff Supervised, if applicable:* If the requested user is a Supervisor- list the name(s) of all staff that he/she supervises.
- *16. Role(s) Codes:* Identify the roles this requested user performs and insert the corresponding code(s) from list of roles on the Access Form, Attachment 1.
- *17. Sample/Mirror User:* Input the name of an existing NJKiDS user whose access you want this user's access to replicate/match/mirror. **Note: This can be used in lieu of listing out individual roles needed for a user.**
- *18. If role change – reason for change:* If this is a request to update roles for a user, enter reason for the change.
- *19. If name change – previous user id:* If this is a name or user id change – list the previous user id for this user.
- *20a. Add as Judges Designee:* Check if the worker is to be a designee for a Judge.
- *20b. User ID of Judge:* Provide the User ID for the Judge that the worker will be designee for.
- *20c. Need to Capture Signature:* Check the box if the electronic signature for a judge needs to be captured.
- *21a. End Access Date:* Same format as #10, Use **ONLY** when terminating employee's access.
- *21b. User ID to Transfer Caseload to:* If you are ending the access of a worker who has cases assigned to him/her you must either manually transfer the cases prior to submitting a request to end user access or you must identify one NJKiDS user to which the caseload should be reassigned to.
- *21c. If Supervisor, User Name/ ID of new Supervisor:* If you are ending access for a supervisor you must provide the name of the new supervisor so that the change can be completed for all affected staff.
- *22. If Supervisor, User Name/ID of new Supervisor:* If ending access for a supervisor then identify the name and user id of the new supervisor to which the staff now report.
- *23-26:* Contact and user information of Supervisor authorizing access.
- *27, 28: Manager/Supervisor Signature, Date:* Space on hard copy where the Supervisor signs and dates request form.
- *29, 30: Employee Signature, Date:* Space on hard copy where the Employee signs and dates request form.