



NJKiDS Request for User Access

Help Desk Ticket #

See Legend for Title, Office, and Role Codes. * indicates required fields.

Type of Access Requested: SELECT ACCESS TYPE Priority Flag

*1. Last Name:		*2. First Name:		3. Middle Name:	
4. County: SELECT COUNTY	5. Agency: SELECT AGENCY	*6. Office Code:	*7. Phone:	*8. Email:	
*9. User ID (AD):		10. FACTS Operator ID:	*11. Title Code:		*12. Doc Title: SELECT TITLE
*13. Begin Access Date:		14. Caseload Assignment Alpha Range:		15. If Supervisor, Name/IDs of Staff Supervised:	
*16. NJKiDS Role Code(s):				*17. Sample/Model User ID:	
18. If role change – reason for change:				19. If name change – previous user id:	
20a. Add as Judge Designee <input type="checkbox"/>		20b. User id of Judge		20c. Need to Capture Signature <input type="checkbox"/>	
USER DELETE ONLY *21a. End Access Date:		USER DELETE ONLY *21b. User Name/ID to transfer caseload:		USER DELETE ONLY *21c. If Supervisor, User Name/ ID of new Supervisor:	
*22. Supervisor Name:		*24. Supervisor Email:		*26. Supervisor/Manager Signature:	
*23. Supervisor User ID:		*25. Supervisor Phone:		*27. Supervisor/Manager Sign Date:	

By checking this box I, the employee's Supervisor/Manager acknowledge that the original signed copy will be maintained locally for security/auditing purposes.

Supervisor/Manager Enter Your Initials Here:

By checking this box, I, the employee's Supervisor/Manager, confirm that this employee is currently a title IV-D (child support) employee charged to the IV-D program. Supervisor/Manager Enter Your Initials Here:

NOTE: Supporting information to be provided here. This information will be used to validate the appropriate NJKiDS access.

As a user of the State of New Jersey's Child Support System(s), I accept and agree to the following:

- To use the Child Support System(s) to perform only IV-D child support job functions and not to perform any other functions not permitted under IV-D regulations.
- This system may contain Government information, which is restricted to authorize users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Codes, Sections 7213 (a), 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.
- I certify that I have signed the Title IV-D confidentiality agreement and will abide by it and comply with all laws, regulations and policies referenced therein.
- To keep confidential the Child Support System(s) access codes issued to me.
- To follow the appropriate protocol including the notification of the Office of Child Support Services IV-D Director for reporting any critical incident, threat, or violation of System Security.
- To comply with State of New Jersey Telecommunications Network Acceptable Use Policy, ISC: # 05-04 Electronic Transmissions of Confidential, Proprietary and/or Sensitive Information

I have read the above security agreement. I understand it, and I agree to comply with its contents. Further, I understand any violation of its contents may result in termination of access privileges and/or recommendation for prosecution.

*28. Employee Signature:	*29. Date:
--------------------------	------------

Detailed instructions on how to complete this document are located in Informational Transmittal # 09-93 dated 10-05-2009 (Attachment #2). This document contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should destroy this document.