

CalJOBSSM System Access Request Form - Sample

Request Type

AGENCY STAFF

Does the staff currently have or has ever had a CalJOBS staff account? Yes

If yes, CalJOBS username: laijdoe

Indicate the action needed for this staff account: Update Existing Account

If inactivating, provide date and time to inactivate account: (last date/time access is needed)

Staff Information

Organization Type: Local Workforce Development Area If Other, provide description

Subgrantee Code¹: LAI

ARU²:

Does not apply.

First Name: Jane

Last Name: Doe

Agency Name: El Proyecto WorkSource One Stop

Job Title: Case Manager

Office Zip Code: 90010

Phone Number: 123-456-7890

Email³: jdoe@samplemail.com

Primary Office Information

Local Workforce Development Area Region: City of Los Angeles

Default Office:

Other Office Locations:

Does the staff need supervisor level access to the offices above? Yes

Additional access needed (select all that apply):

☐ DVOP

☐ LVER

☐ TAA

☐ ETPL

☐ DOC (REO Corrections)

☐ NFJP

Does not apply.

Data Security Requirements

Staff has a business need for CalJOBS access? ☒ Yes ☐ No

Select Yes

Employee or Contractor Confidentiality Agreement Signed: ☒ Yes ☐ No Most Recent Date: February 26, 2025

Information Security and Privacy Awareness Training (or equivalent) Completed: ☐ Yes ☐ No

Most Recent Date: February 26, 2025

Requestor Information

PROGRAM DIRECTOR/MIS ADMINISTRATOR

Name: John Smith

Job Title: Program Director

Email: jsmith@samplemail.com

Phone Number: 789-456-1230

Signature: John Smith

Digitally signed by John Smith
Date: 2025.02.26 16:17:44 -08'00'

Date: 2/26/25

Account Creator

City of LA MIS Staff ONLY

Name:

Job Title:

Signature:

Date: 2/26/25

Return completed and signed form to CalJOBS System Access Coordinator

¹ Only applies to Local Workforce Development Area and Community-based Organization staff.

² Only applies to Workforce Services Branch staff.

³ Email must be an organization-provided email (no personal email addresses allowed).

CalJOBS System Access Request Form

Reporting Instructions

The State has updated its policy on CalJOBS access. All staff must complete the new CalJOBS System Access Request Form. Below is information about how to complete the form and the required fields.

AGENCY STAFF

Request Type:

This section must be filled out by the staff member and relates to their CalJOBS account.

Does staff currently have or has ever had a CalJOBS account? Select Yes or NO from the drop downlist. Select Yes for current accounts or Select No for NEW accounts.

CalJOBS Username – If you currently have a CalJOBS username enter it in the section provide. (example - laijdoe)

Indicate the action needed for this staff account: Select from the available drop-down list.

Drop down Available: *Create New Account, Inactivate Account, Reset Password, Update Existing Account.*

Staff Information:

In the Staff Information section, enter the following: First Name, Last Name, Agency Name, Job Title, Office Zip Code, Phone Number and Email.

In the Organization Type and Subgrantee Code, make the following selections:

Organization Type: Local Workforce Development Area

Subgrantee Code: LAI – This is the designated code for the City of Los Angeles area.

Primary Office Information:

In the Primary Office section, you will enter the Local Workforce Development Area and the Supervisor Level Access.

Supervisor Level Access: Select Yes or No

Select Yes if you are a City of LA staff member, Program Director, or MIS Administrator.

Select No for all other staff members.

Data Security Requirements:

In the Data Security Section, you will identify if you have completed the Employee or Contractor Confidentiality Agreement and have received the Information Security Awareness Training. All staff are required to complete the following before CalJOBS access can be given.

1. Complete Information and Security Awareness Training (ISPA training).
2. Sign the Contractor Confidentiality Agreement (E-1 Form).

MIS ADMINISTRATOR/PROGRAM DIRECTOR

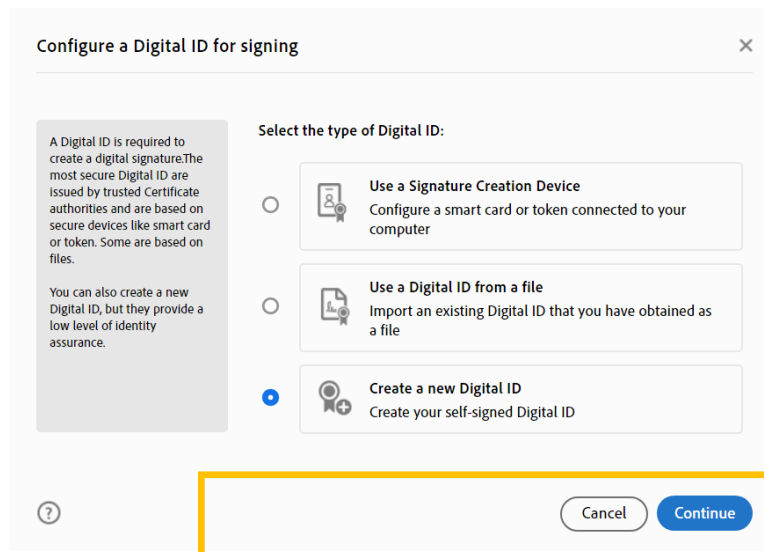
Requestor Information:

The requestor Information section must be completed and signed by the Program Director or MIS Administrator. A signature is required in order to approve the request.

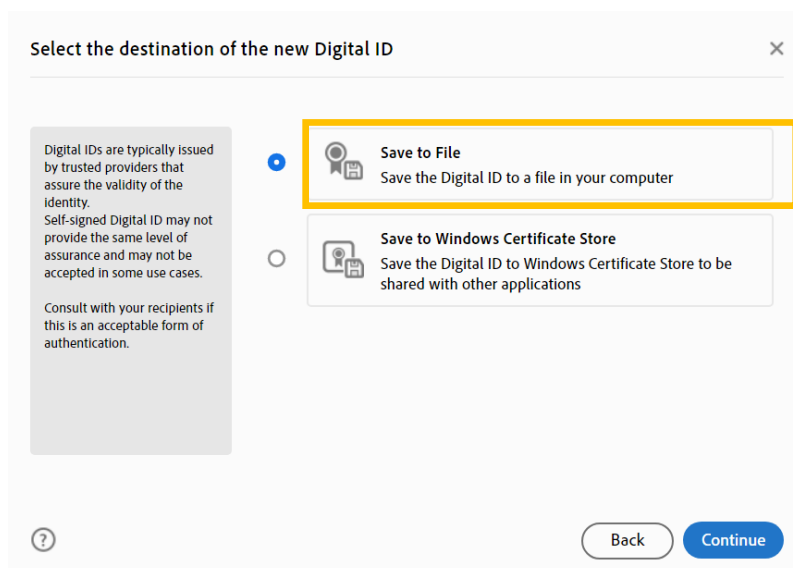
Steps to Create Digital Signature

To create the digital signature, follow the steps below:

Step 1. Click on the signature box and you will see the window pop up below. Select Create new Digital ID and press continue.



Step 2. Select Save to file and click continue.



Step 3. Enter your name, agency information, email address and click on continue.

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	John Smith
Organizational Unit	City of LA
Organization Name	City of LA
Email Address	jsmith@somemail.com
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

?

BackContinue

Step 4. Next, click on Browse to select the folder where you are going to save the digital signature and create a password and save.

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy it or back it up.

Your Digital ID will be saved at the following location :

C:\Users\58237\Desktop\JohnSmith.pfxBrowse

Apply a password to protect the Digital ID:

.....

Confirm the password:

.....

?

BackSave

Step 5. Next, select your digital signature and click on continue.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

- ☒ John Smith (Digital ID file)
Issued by: John Smith, Expires: 2030.02.27

[Refresh](#)

[View Details](#)

[Configure New Digital ID](#) [Cancel](#) [Continue](#)

Step 6. In the last step, enter the password you selected and click on sign. This will add the digital signature to the document.

Sign as "John Smith"

Appearance: Standard Text [Create](#)

John Smith Digitally signed by John Smith
Date: 2025.02.26 16:17:01 -08'00'

[View Certificate Details](#)

Review document content that may affect signing [Review](#)

..... [Back](#) [Sign](#)