

# DHS Systems Request Form

## Employment Services Vendor Access

(Please refer to this link "[DHS Systems Requesting Access](#)" or the same procedure on the Provider Web Page "Policies & Manuals")

We are an Employment Services vendor for the Ramsey County MFIP program. Access is required to the systems checked below so that we have correct and updated information to serve our participants.

Maxis Inquiry Access

MEC2 Access

! The staff below has been locked out of Maxis due to inactivity. A temporary password is required to have access restored. This access is necessary for staff to do their work. The Staff has also been informed to change password every 30 days to stay in compliance.

Staff Name   Mr.   Ms.   Last   First   MI   No MI

Job Title

Email Address

Phone

Agency Name

Agency Address

Supervisor Name

Supervisor Phone

Supervisor Maxis ID

WFS MIS Liaison Maxis ID: **X1622LD** (This is in lieu of Supervisor not having ID)

Staff TrainLink or Maxis ID

■ **If new user with previous access complete below**

- Previous User ID: County(X1) or State(PW):      UserID:

- Previous name if applicable:

The **DHS Handling MN Information Securely Form** is attached  
(Required for any DHS system access listed and is to be completed on an annual basis)

2 courses completed for MEC2.

**TES260:** Getting started in MEC2

**TES261:** MEC2 Inquiry

3 course below are completed for Maxis Inquiry access

**TES100-1:** Introduction to Public Assistance

**TES100-2:** Introduction to Maxis and MMIS

**TES355:** Maxis Inquiry for Employment Services Workers

*Notification must be given to the Workforce Solutions MIS Help Desk by the agency supervisor or agency data specialist when staff leave an agency so access can be inactivated for all DHS systems.*

Your email as a supervisor/manager verifies your approval for requested access: \_\_\_\_\_

Date

Questions contact: [ws-mis-helpdesk@ramseycounty.us](mailto:ws-mis-helpdesk@ramseycounty.us)