

WORK System Access Request Form

Send Completed Request form to:

Date: _____

Rachel R. Adams
500 Mero Street, 4th Floor
Frankfort, KY 40621
or by email: Rachel.Adams@ky.gov

Updated Request New Request

First Name _____ Last Name _____ MI _____

Title _____

Office Phone Number _____ Extension _____

Email Address _____

Person who supervises user's WORK System activity (Must be active WORK System user)

WORK System Job Duties (Check all that apply)

Security Level Requested

LWIA Users

- Review for monitoring purposes
- Create new/update LWIA applications
- Submit Applications
- Submit Budget Modifications
- Create new/update LWIA Financial Status Reports

LWIA Users

- Level 2 (Read Only)
- Level 4 (Fiscal Officer)
- Level 5 (Authorized Signatory)

OET Users

- Review for monitoring purposes
- Enter new/update Allocation Data
- Change the status of LWIA applications
- Add/edit budget categories for allocations
- Return/Approve LWIA Monthly Financial Status Reports
- Change the reporting periods/due dates or add required reports
- Set up new Grant Opportunities (Executive Signatory Only)
- Add/edit system user information

OET Users

- Level 3 (Read Only)
- Level 6 (Program Staff)
- Level 6b (Executive Signatory)

LWIA Approval: _____
(Name)

(Title)

Date: _____

OET Approval: _____
(Name)

(Title)

Date: _____