

Virginia Vital Events and Screening Tracking System

Division of Child and Adolescent Health User Logon Request Form

NAME: Last _____ First _____ Middle _____

User ID: _____ **Phone#:** _____ **Email:** _____

Division of Child and Adolescent Health Working Title: _____ **Date:** _____

Role Name	Description of Job Function
BASIC_LOGIN	This role need be assigned to all users of the application.
DCAH_HEARING	This role is used by DCAH hearing users.
DCAH_OTHER	This role is used by DCAH data analysis and support staff.
DCAH_VACARES	This role is used by DCAH VaCARES users.
EBC_SEC_ADMIN	This role is for creating and maintaining the users and user roles in VVESTS system. It also has privileges to reset user password.
HELP_DESK	This role is used by VDH help desk users to send messages to different types of users
VISITS_MAINTENANCE	This role is used by DCAH users to maintain code tables for visits application.
VISITS_VIEW_ONLY	This role gives ability to view all the modules of the visits application.

The user agrees to keep the access information like logon-id and password to the Virginia Vital Events and Screening Tracking System confidential. Division of Child and Adolescent Health is required to report with in one week from the termination of an employee to OIM for terminating the Virginia Vital Events and Screening Tracking System user account.

SIGNATURES:

Employee/Contractor _____ Date: _____

Supervisor/Manager (DCAH): _____ Date: _____

Division of Child and Adolescent Health: _____ Date: _____