

**State Employee 24-Hour Core-CT
Access Request Form**

CO-1091-24 Issued 10/2023



Complete all fillable fields below being sure to include sufficient details for the justification of why access outside of normal system hours is required.

To request access to Core-CT outside of the normal system hours of 6:00 AM - 7:00 PM Monday through Saturday. The completed form should be submitted to: osc.security@ct.gov

State Employee Information

Employee Name - First: Last:
Core-CT User ID: Employee ID#:
Agency Name:
Unit/Division Name:
Security Liaison Name:

Person to whom the State Employee reports:

Name: Title:
Signature: Date:

Agency Head or Designee:

Name: Title:
Signature: Date:

Requesting agency has a policy in place for 24-Hour State Employee access (as required per memo 2022-07) and has provided a copy to OSC Security within the last fiscal year (prior to June 30th): Yes No

If "No" please provide a copy with this request form.

Justification for requested access:

Must be a detailed justification including at a minimum the employee's job duties and role responsibilities. Brief "1-sentence" responses will be denied. Additional pages may be added to justification if necessary.

NOTE: Access requests will need to be re-certified by June 30th of each current year. Access requirements that end prior to June 30th must be communicated in writing to: osc.security@ct.gov

Approvals:

CAP Management: Date: Approved Denied
CAP Management Comments:

Core-CT Security: Date: Approved Denied
Core-CT Security Comments:

New 24-Hour Access User ID:

NOTE: Once all items have been approved the Security Liaison must submit a CO-1092 using the employee's primary account and attach this form in order for the employee to receive 24-hour access to Core-CT.