

State Employee Multi-User ID Core-CT Access Request Form

CO-1091-MU Issued 10/2023



Complete all fillable fields below being sure to include sufficient details for the justification of why the an additional User ID is required.

To request additional User ID to access to Core-CT. The completed form should be submitted to: osc.security@ct.gov

State Employee Information

Employee Name - First: _____ Last: _____
Primary 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: _____

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.

Approvals:

CAP Management:	Date:	Approved	Denied
CAP Management Comments:		Non-Financial	
Core-CT Security:	Date:	Approved	Denied
Core-CT Security Comments:			

New User ID:

NOTE: Once all items have been approved the Security Liaison must submit a CO-1092 using the employee's new User ID and attach this form when requesting initial roles for access to Core-CT.