## Non-State Employee Creation/Access Form

CO-1091-NSE Issued 01/2024



Complete all fillable fields below being sure to include sufficient details for the justification of why a Non-State Employee requires access to Core-CT.

To request Non-State Employee to access to Core-CT. The completed form should be submitted to: osc.security@ct.gov

Agency Information				
Agency Name: Agency Address: Security Liaison Name:		Security Liaison User ID:		
Person to whom the Non-State Employee will be reporti	ing:			
Name: Unit/Division Name: Signature: The requesting agency has a policy in place for Non-State Employe copy to OSC Security within the last fiscal year (prior to June 30th) If "No" please provide a copy with this request form.  Justification for requested access:		Title:  Date: s required per memo 2022-0 No	7) and has provide	ed a
Must be a detailed justification including at a minimum the non-state empresponses will be denied. Additional pages may be added to justification in		ıties and role responsibilities	Brief "1-sentence"	
Non-State Employee Information:				
Name of Non-State Employee – First: Business Name Non-State Employee works for: Business Vendor ID: Does the Non-State Employee have a government issued ID: Y Dates the Non-State Employee requires access: From:	es No	Last: PO/Contract/Agreement: To:		
NOTE: Access should include project specific dates not to exceed 1 year. If should be entered as June 30 <sup>th</sup> of the current year. A new form will be requents. Projects that end before the currently approved end date must be com	iired by June .	30 <sup>th</sup> for any subsequent Fiscal	Years until the proje	
Approvals: CAP Management: CAP Management Comments:		Date:	Approved	Denied
CORE-CT: CORE-CT Comments:		Date:	Approved	Denied

New CORE-CT Non- State Employee User ID:

NOTE: Once all items have been approved the Security Liaison must submit a CO-1092 and attach this form in order for the Non-State employee to receive access to Core-CT.