VPCR User ID and System Access Request Form Instructions

This document will provide instructions for completing the NYS Justice Center VPCR User ID and System Access Request Form.

Section 1 – User Information

- *Agency Name:* Select appropriate Agency Name from the drop down list.
- *VPCR User ID:* This field is required if you currently have a VPCR User ID to access the VPCR.
- Enter user information in the remaining fields: First Name, Middle Initial, Last Name, Title, Work Address, Work Telephone, E-Mail address.

Section 2 – VPCR User ID and Access Requests

If you have questions completing this section, please contact your agency role mapping lead to guarantee appropriate access is requested.   Please select one of the following choices. Submit a separate form for each employee request.

*Notes on primary role checkbox

- The user has the option to choose his/her primary role by selecting the Primary box on the New User/Role Change Request Form. Only one role can be selected as Primary and it is not required to select a Primary role. If a primary role is not selected, the following rules are applied to determine primary role:
    - If a user has multiple roles, the highest role is set as primary by default. For example, if a user has a "Supervising Investigator" Role and "Investigator" Role, the former would be made primary by default.
    - If a user has two roles at the same level, the investigation roles take precedence. For example, if a user has a "Supervising Investigator" Role and a "Monitoring Supervisor" Role, the former is made primary by default.

2A) New User Role – requires a new VPCR license

- *New User Role:* Select appropriate value for your agency from the drop down list. Selecting a value from a different agency will not be processed and returned for correction. Check the Primary* box to designate a primary role for users with multiple roles.
- *User Position Number: This value* comes from the final approved VPCR organization chart for your agency. Your agency role mapping lead will have the final approved VPCR organization chart.
- *Supervisor Role:* Select appropriate value of your supervisor within the VPCR for your agency from the drop down list. Selecting a value from a different agency will not be processed and returned for correction.
- *Supervisor Name:* Enter the name of your supervisor within the VPCR.

Enter up to six entries for roles requested.

2B) New Role Request – use existing VPCR license for same user

- *New User Role:* Select appropriate value for your agency from the drop down list. Selecting a value from a different agency will not be processed and returned for correction.
- *User Position Number:* This value comes from the final approved VPCR organization chart for your agency. Your agency role mapping lead will have the final approved VPCR organization chart.
- *Supervisor Role:* Select appropriate value of your supervisor within the VPCR for your agency from the drop down list. Selecting a value from a different agency will not be processed and returned for correction.
- *Supervisor Name:* Enter the name of your supervisor within the VPCR.

Enter up to six entries for roles requested.

2C) Transfer Role – use existing VPCR licenses

- *1a Current User Role:*   Select appropriate value of your current role within the VPCR.
- *User Position Number:* This value comes from the final approved VPCR organization chart for your agency.
- *Supervisor Role:*   Select appropriate value of your supervisor within the VPCR for your agency from the drop down list. Selecting a value from a different agency will not be processed and returned for correction.
- *Supervisor Name:*   Enter the name of your supervisor within the VPCR.
- *1b Transfer User Role:*   Select appropriate value for your agency from the drop down list. Selecting a value from a different agency will not be processed and returned for correction.
- *User Position Number:*   This value comes from the final approved VPCR organization chart for your agency.
- *Supervisor Role:*   Select appropriate value of your supervisor within the VPCR for your agency from the drop down list. Selecting a value from a different agency will not be processed and returned for correction.
- *Supervisor Name:*   Enter the name of your supervisor within the VPCR.

Enter up to three entries for requesting role transfers.

Notes on role transfers: the user or his/her supervisor is advised to ensure that all the active records owned by the user are transferred to either:

- A different user within the organization (if identified) or
- The supervisor of the user

2D) Remove Role(s) and User ID - Employee Separation

When a user leaves an agency, the user or his/her supervisor is advised to ensure that all the active records owned by the user are transferred to either:

- A different user within the organization (if identified) or
- If the user is unable to transfer prior to departing agency, his/her supervisor should perform the ownership transfer wherever applicable.

For closed records, the ownership should not be changed.

3) Statement of Use
- User needs to read, sign and date within Section 3, Statement of Use.

4) Authorized Approval
- Authorized Executive of requesting agency needs to read, sign and date within Section 4, Authorized Approval.

5) Justice Center Approval
- Authorized Executive of the Justice Center will approve and sign for any new VPCR license requests.

Submit completed and signed form to vpcraccessrequest@justicecenter.ny.gov.   Questions on the form may also be sent to this address.