

Ohio Department of Rehabilitation and Correction System Access Request

- DRC Employee
- Contractor
- Outside Agency/Individual
- Other: _____

Please complete and send to:

ODRC Information Service Center at 770 West Broad Street,
Columbus, OH 43222 or fax to (614) 752-2943.

Date of Request:

Name of User (First, Middle, Last Name):	OAKS ID Number:
Job Title:	Institution/Office:
Location and Address:	Area (e.g., Cashier's Office):
Telephone Number of User (include the area code):	Fax Number of User (include the area code):

Justification/Purpose:

Check Application:

- Reentry Portal
- E-MAIL - Outlook
- Syteline
- DRC Training Application
- ODRC Gateway

DOTS Portal:

- CIMS
- RAP
- SAP
- PSI
- STG

Medical Infor. System

- ODRC
- APA
- DYS
- ODMH

Photo Retrieval:

- Inmate
- Offender
- Employee
- STG

ID/Photo:

- Inmate
- Offender
- Employee

Ohio Court Network:

- OCN

- OPI Inmate Payroll
- Inventory Manager
- Supervision Fees
- DAS Central Warehouse
(Food Service)

- INTERNET
- Dial-Up Account
- VPN
- Kronos

- OnBase
- E-Forms Catalog
- DRC Security Policies
- DPCS Security Policies

- CACTAS
- Domain User Account
- OAKS - Financials
- Server Access (Justification Required):

_____ Server File Location

Additional Information

My signature below indicates that I have read, understand and agree to follow all pertinent laws, regulations, operational guidelines and procedures stated in DRC policy 05-OIT-10 and 01-COM-01. I acknowledge that all information obtained using Intranet, Internet, all online services/systems and/or dial-up services will be accepted and used only in accordance with my official duties. I understand that any and all computer systems remain the property of the State of Ohio, Department of Rehabilitation and Correction and may therefore be subject to inspection at any time. I agree not to compose, send, or forward any e-mail or document that may be construed as offensive or inflammatory to anyone.

All APA/Institution staff requesting Internet access and/or dial-up services must have approval by the Regional Administrator or Warden.

All Central Office Internet requests and/or dial-up services must be approved by the Bureau/Section Administrator.

Any Employee Violating Department Policies or AR's May Be Subject To Disciplinary Action.

User Signature:

Approved by:

Supervisor/Regional Administrator:
Deputy Director/Warden:
Director or Designee: