Flex Administrator Access Request Form

Agency Flex Administrators are responsible for setting up and terminating users of the Flex system.

Access Type: ☐ Fiscal Module   ☐ Participant Module | ☐ New Update   ☐ Terminate

Name: _____   Title: _____

JWB Contact: _____

Agency: _____

Program: _____

Telephone: _____   Email Address: _____

The JWB Flex System is a secure platform that allows authorized external users access to their JWB Funded Agency/ Program information. External users are expected to follow the following policies when using the JWB Flex System:

- External users must only access the JWB Flex System as it relates to their job function.
- External users must not share their login credentials with anyone else. Doing so will result in immediate suspension of the user account.
- Agency Administrators must terminate staff access to the Flex system as soon as access is no longer necessary. If an Agency Administrator has left the organization, JWB must be notified immediately, and a new Agency Administrator should be selected.
- Agency Administrators must store access forms in an appropriate location and be available for review by JWB upon request.
- External users must comply with the JWB data protection and confidentiality policies.
- External users must report any security incidents or breaches to the JWB IT support team immediately at flex@jwbpinellas.org.

By submitting the access request form, external users acknowledge that they have read and agreed to the external user policy and that they are responsible for their actions within the JWB Flex System.

Please return this completed form to your JWB Contact.

_____

Flex Administrator Signature   Date

JWB USE ONLY

Flex Security Group: ☐ Added   ☐ Removed

Email User: ☐

Email JWB Contact: ☐

IT Signature and Date: _____