

## AlaskaJobs Work Order Account Request Form

- Department of Labor (AJCN, DPA, DVR, SCSEP, UI)  
 Grantee

\_\_\_\_\_  
**Today's Date**

\_\_\_\_\_  
**Logon ID (beec, bju, etc., if known)**

\_\_\_\_\_  
**Last Name**

\_\_\_\_\_  
**First Name**

\_\_\_\_\_  
**Work Phone**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Agency & Department/Organization**

\_\_\_\_\_  
**Job Title**

\_\_\_\_\_  
**Supervisor's Name**

\_\_\_\_\_  
**Supervisor's Work Number**

Program Affiliation (Check all that apply)			
	Alaska Construction Academies (ACA)		Title I – Workforce Development: Adult, Dislocated Worker, Youth (WIOA)
	Apprenticeship Programs		Title III – Wagner-Peyser (WP)
	Department of Public Assistance (DPA)		Title IV – Division of Vocational Rehabilitation (DVR)
	Jobs for Veterans State Grant (JVSG)		Trade Adjustment Assistance (TAA)
	Senior Community Service Employment Program (SCSEP)		Unemployment Insurance (UI)
	State Training and Employment Program (STEP)		Work Opportunity Tax Credit (WOTC)
	Technical and Vocational Education Program (TVEP)		

I have read and understand the statutory information and department policy on the second (2) page of the Account Request form regarding Legal Responsibilities and the Password Confidentiality Acknowledgement Statement.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

Please return signed form to [alaskajobs.helpdesk@alaska.gov](mailto:alaskajobs.helpdesk@alaska.gov)

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## Legal Responsibilities

As a computer user, I acknowledge that misuse of computing resources is a criminal activity, punishable under Alaska law (portions of which are reprinted below). I certify that I have read and understood my legal responsibility under the following:

"Sec. 22.46.484. Criminal Mischief in the Third Degree. (a) A person commits the crime of criminal mischief in the third degree if, having no right to do so or any reasonable ground to believe the person has such a right...(5) the person knowingly accesses a computer, computer system, computer program, computer network, or any part of a computer system or network..."

"Sec. 11.46.740. Criminal Use of a Computer. (a) A person commits the offense of criminal use of a computer if, having no right to do so or any reasonable ground to believe the person has such a right, the person knowingly accesses or causes to be accessed a computer, computer system, computer program, computer network, or any part of a computer system or network, as a result of that access (1) obtains information concerning a person; or (2) introduces false information into a computer, computer system, or computer network with the intent to damage or enhance the data record of a person. (b) Criminal use of a computer is a class C felony."

## Policy of Password Confidentiality Statement

By signing this request, I hereby agree that passwords allowing access to the Alaska Department of Labor's Data Processing Systems will be used solely for the performance of my authorized job functions. I also acknowledge that I will take necessary precautions to prevent its unauthorized disclosure to others, and that its use by anyone else is prohibited and will be reported to my supervisor immediately.