

## Vermont JobLink – New User Account Request Form

### New User Section

#### Instructions for New User:

- This form must be completed online – no handwritten forms will be accepted.
- Complete 1 form per individual being set up.
- After completing New User Section, Name the completed form using the new user's name.
- Send completed & named Form via email to: AHS.DCFESDICAN@vermont.gov

#### Mandatory user information:

New User First & Last Name:

Agency / Department:

Work Email Address:

Primary Work Address:

Street:

City:

Zip code:

Work Phone:

#### Select All office locations that apply:

Burlington	Newport	Brattleboro
St. Albans	St Johnsbury	Springfield
Bennington	Barre	
Middlebury	Morrisville	
Rutland	White River Jct.	

Program - <b>Select One:</b>	ICAN	Reach UP Case Manager	Reach UP Career Coach
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- *New accounts will be created on the Tuesday after this completed form is received.*
- *Instructions for completing their set up will be emailed to new user the day the account is created.*

### Program Administrator Approval Section

Approved by:	Dana / Brianne	Tara
Team:	ICAN	Reach Up
Support DL:	AHS - DCF ESD ICAN	AHS - DCF ESD ICANRU