



## STATECIVILSERVICE

# LA Careers/NeoGov Insight User Request Form

Please ensure that this request is sent to SCS by the supervisor of the user or higher level.

<b>Name</b>	
<b>Email Address</b>	
<b>Agency</b>	
<b>Job Title</b>	
<b>To which personnel areas should the user have access? Please include the NAME of the personnel area(s) and the personnel area number(s).</b>	
<b>Has the user taken the required CPTP LA Careers Training Course?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>If the user has taken the CPTP LA Careers Training Course, what is the approximate date the class was taken? (MM/YY—Month and Year)</b>	
<b>Did the user have previous access to LA Careers at another agency?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which agency:
<b>Please select the following box if this user only needs to view information and does not need the ability to take any action.</b>	Read Only <input type="checkbox"/>
<b>Additional Comments:</b>	