

SCOTI User Registration Process

SCOTI is a secured access application and requires the completion of an ODJFS Code of Responsibility (JFS 07078) Form.

Procedures:

- 1) Complete the **JFS 07078 form**.

NAME: First, MI, Last John A. Doe		Work Phone (614) 555-1212	Supervisor Sally Super
County Sandusky	County Agency WIA/ONESTOP	State Office _____	Bureau/Work Unit _____
AGENCY TYPE: <input type="checkbox"/> ODJFS <input type="checkbox"/> Non-ODJFS State <input checked="" type="checkbox"/> County <input type="checkbox"/> Local Govt. <input type="checkbox"/> Private/non-profit <input type="checkbox"/> Federal			
<input type="checkbox"/> Contract Employee Contract Company Name & Telephone No. _____			
ACCESS REQUESTED: (Local Security Coordinator/Supervisor use only)			
<input type="checkbox"/> ODJFS network / email access	<input type="checkbox"/> CRISE	<input type="checkbox"/> SETS	<input type="checkbox"/> SACWIS
OTHER access: SCOTI - (Last 4 digits of SSN – ####)			
Novell Container:		Existing RACF / Novell ID's: DOEJ03	

In the "ACCESS REQUESTED" section, (Required)

- ◆ Specify "**SCOTI**" in the "OTHER access:" field.
- ◆ Also include the **LAST 4 digits** of your SSN
- ◆ Enter the User's **Novell ID** in the "Existing RACF/Novell ID's:" field.

- 2) Both the User and Supervisor/LSC must sign the form.

- 3) Submit the JFS 7078 form to **SCOTI HelpDesk**, Fax # 614-728-5938

Once Provisioned: SCOTI ID's will be released to the SCOTI HelpDesk.