

ECF/SMI Access

No required documents.

What job duties require staff access to this system? What data will be accessed?

What date did the user complete the ECF Online Training?

MEC² Inquiry Access

Required Documents:

- Trainlink Transcript showing completion of MEC² trainings within the last 11 months. Must show training name, training completion date, and user's name. Required trainings are: "Home Page and Navigation" and "MEC² Inquiry"

What job duties require staff access to this system? What data will be accessed?

MAXIS Training Region

Requesting State ID for first time user to access MAXIS Training Region in order to complete Inquiry Training.

Requesting access to Training Region for user with current State ID:

MAXIS Inquiry Access

Required Documents:

- Trainlink Transcript showing completion of MAXIS Inquiry training within the last 11 months. Must show training name, training completion date, and user's name.

What job duties require staff access to this system? What data will be accessed?

Access Termination

I understand the requirement to notify Hennepin County of staff changes within 5 days; my agency will request system access termination for this user if the business need ends. To request a termination of staff access email ESP.System.Access@hennepin.us

This person is replacing a previous staff member whose access needs to be terminated.

Name:

Date of termination:

Submit completed form with all required verifications to ESP.System.Access@hennepin.us

This request must be approved by the Hennepin County MFIP ES Coordinator and by the Hennepin County Privacy Officer before the Hennepin County Identity and Access Management team and/or DHS/DEED can set up access. Once access is approved and configured, your staff person will receive an email from IAM@hennepin.us. Emails containing user names/passwords are sent via encrypted email which, when opened will prompt new users to create an encrypted email account. Existing users have the ability to reset their encrypted email password using a "forgot password" option when logging into the encrypted email portal.

Advise users to pay close attention to password rules and policies as each system has unique rules and requirements. If users experience issues retrieving their encrypted emails, system access, or password issues, they can contact the Hennepin County service desk at 612-348-6662 (do not call DHS help desk unless directed to by a system administrator).