#### **NextGen I-Trac Permissions Requests**

## Accessed here in I-Trac:

Home	I-Trac	Customer Docu	ne Workshops 🌔	Resources Batch Entry				
I	User nstructions	Online Resources	Administrative	File Exchange				
		Workshops						
	c	WorkSource Ad	lult/DW and Adult	Discretionary Funds C				
	• I-Tra	ic User Training	& Permissions					
	<ul> <li>I-Trac User Training &amp; Permissions Procedures</li> </ul>							
		Permissions R	equest Forms					
	Local Area Clackamas Users (non-OED)							
	Local Area East Cascades Users (non-OED)							
	<ul> <li>Local Area Eastern Oregon Users (non-OED)</li> </ul>							
	<ul> <li>Local Area Lane Users (non-OED)</li> </ul>							
	Local Area Mid-Willamette Valley Users (non-OED							
		Local Are	a Oregon Northwe	est Users (non-OED)				
			a Portland Metro					
			a Rogue Valley Us					
			<u></u>	<u></u>				

## Primary Staff Type: WIOA Adult/DW/Youth Contract Staff or WIOA Adult/DW/Youth Contract Manager

Other Roles/Responsibilities: Register/Reviewer; Rent Assistance Career Coach; WIOA Youth Eligibility Reviewer

#### List Users/Trainees

Please list all trainees/users that will have the EXACT SAME permissions, including Service Providers (Fund-Site/Provider), Adhoc Reports and other Special Permissions. There is a button to add more than one Trainee/User.

Name *	Primary Staff Type *	Other Responsibilities & Roles *	User Status *	
First & Last Name	WIOA Adult/DW/Youth Contract Staff	<ul> <li>File Exchange Group - Latino Network</li> <li>File Exchange Group - Latino Network ESG-CV</li> <li>File Exchange Group - Multhomah County</li> <li>Registration/Interviewer</li> <li>Rent Assistance Career Coach</li> <li>Rent Assistance HUB Coach</li> <li>Special APN - VOA</li> <li>Special APN - Rapheal House</li> <li>Special APN - SARC</li> <li>WIOA Adult/DW Documentation</li> <li>WIOA Youth Eligibility Reviewer</li> <li>Workshop Scheduling</li> <li>None</li> </ul>	select	~

User/Trainee's Fund Permissions: NextGen-Your Provider. Can also add Career Boost and Prosperity 10K

# List User/Trainee's Permissions

Select the Service Provider(s) and access levels appropriate for ALL user/trainees listed above. There is a button to add more than one Service Provider.

Service Provider (Fund - Site/Provider)		Access		Trainer's Name
select	~	select	```	•
Portland Metro - NextGen - Centro Cultural (3659)			<b>^</b>	
Portland Metro - NextGen - Home Forward (3660)				
Portland Metro - NextGen - Impact NW (3661)				
Portland Metro - NextGen - IRCO (1443)				
Portland Metro - NextGen - NAFY (1465)				
Portland Metro - NextGen - PCC (4278)				
Portland Metro - NextGen - POIC (1455)				
Portland Metro - NextGen - PYB (1458)				