Cook County Bureau of Technology New Enrollment / Changes to CCT

Section 1: Business Information

Date of Request

Agency/Dept. Name

Effective Date

Department Number

Section 2A: Clock Administration

Clock Enroller

Auto Enroll

Section 2B: User Role

New Role

Change Role

Revoke Role

User ID/ Employee ID

(i.e. User ID JSMITH_TK...)

Employee Name

Employee Email

Select Role

Assignment

Section 4: Administrative Approvals

Security Approver Name

Security Approver Email

Security Approver Phone

ONLY Security Approvers identified by your department may request and approve role changes via this form. All CCT role changes must be submitted via email by Security Approvers. Please submit your completed form to: **servicedesk@cookcountyil.gov**