

DJJ Information Resource Request (IRR) System Training Confirmation

Before access can be granted to the production IRR System, completion of the IRR training must be accomplished and acknowledged.

The IRR training document will be sent to each user requesting a test account. To request a test account, send an e-mail to the IRR_Access_Forms distribution list with your name, circuits, & roles (see [IRR User Account form](#) for role descriptions).

Once the training has been completed this confirmation form is completed by the user, signed by the user, and e-mailed to the IRR_Access_Forms distribution list along with the "[IRR USER ACCOUNT INITIATION, CHANGE, AND DELETE](#)" form (both forms should be digitally signed).

A new production account will not be set up until the [user account form](#) has been e-mailed (using the IRR_Access_Forms distribution list) along with this completed training confirmation form. The production account will be set up from the information provided on the account form and will not reflect any additional circuits & roles set up in the testing environment.

By my digital signature below, I _____
(First Name) (MI) (Last Name) (E-Mail)

confirm that I have completed the IRR System user training and have used the IRR test environment for testing my assigned IRR roles.

Signature: _____ Date: _____