



STATE CIVIL SERVICE

LA Careers/NeoGov Insight User Request Form

Revised 10/27/2021

This form is used for agencies to request access into NeoGov Insight and OHC for a new agency employee or an employee who transferred from another agency (but may have previously had NeoGov access).

Name	
Email Address	
Agency	
Job Title	
To which personnel areas should the user have access?	
Has the user taken the required CPTP New User LA Careers Training Course?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Did the user have previous access to LA Careers at another agency?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which agency:
Please select the following box if this user only needs to view information and does not need the ability to take any action.	Read Only <input type="checkbox"/>
Additional Comments:	

Email the completed form(s) to your Agency Relationship Manager.