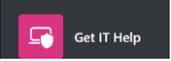


## Children’s Restriction JIRA Form

If a record is a restriction from Children’s Services, you will need to complete a JIRA to request for access.

Requests for support should be made via Essentials, How to... Get IT Help 

From there *Make an IT request* , then *Log IT Incidents and Requests* then *Make an IT Request* then [Application-specific service requests](#)

DDS IT Help Centre / Log IT Incidents and Requests

### Log IT Incidents and Requests

Use this portal to report IT incidents, make IT requests or report a security breach.

Contact us about

Make an IT Request

What can we help you with?



Application-specific service requests

Use this to request for something to be done in an application e.g. make changes, amendments, modify or remove data, pre-defined service...

Do not use this to log requests for access to an application. This form is to be used for requests for change, amendments, actions to applications you already have access to.

Required fields are marked with an asterisk \*

Note that you will need to select the application Mosaic, then indicate it is a Children’s request.

### Summarise your request

Type a short sentence for your request.

### Type and select the application relating to your request

Type Mosaic or scroll the drop down for Mosaic.

### Please specify which type of Mosaic account this relates to

Select Children.

Summarise your request \*

Access to a restricted record

Provide a brief title of your request

Type and select the application relating to your request \*

MOSAIC

Please specify which type of Mosaic account this relates to \*

- Adults
- Children



Once you select Children, further questions will be displayed requesting for details such as authorisation, directorate, team and Mosaic ID.

You will need to complete the mandatory.

**You are requesting for a Children's Safeguarding and Family Help (CSFH) Mosaic change**

**Manager Authorisation\***  
Please start typing and select your line manager to approve this

Efiowan Glover ✕

**Your Directorate\***

Adults and Health

**Team (Please specify your team as defined on Mosaic)\***

ASC Neighbourhood Team Central

**What are you requesting\***

Access to Restricted File

**Mosaic ID Type\***

Person

**ID\***

123456

**Include immediate family members Y/N\***

No

**Case Type\***  
Please specify

Other

**Additional Comments**

Normal text | B | I | ... | ≡ | A | ☰ | ☷ | 🔗 | <> | ⓘ | ” | — | ABC

Hi Children's Mosaic,  
Please I would like to request access to Jane Austen (123456).  
Thanks,  
Efi

**Attachment**

Drop files to attach or [browse](#)

If required, you can attach a document at the end.