



## State ICJ Personnel Changes

Thank you for contacting the ICJ National Office regarding personnel changes in your state's compact office. The following information is provided to assist with your state's staff transition. Please review and provide the requested information.

### Effective Date

- When will the personnel changes take effect?
- When do you wish to announce new staff to the Commission?

### State's Directory Listing

All new staff must **REGISTER** an account on the Commission's website: [www.juvenilecompact.org](http://www.juvenilecompact.org) to be added to your state's page. After the new staff have registered, please email the following information to: [iciadmin@juvenilecompact.org](mailto:iciadmin@juvenilecompact.org)

1. *Name*
2. *Title*
3. *Mailing Address*
4. *City, ST Zip*
5. *Email Address*
6. *Phone Number(s)*
7. *Fax Number*

### Email Distribution

Upon receipt of your ICJ website registration, email address, and your contact information, the national office will remove outgoing staff and add new staff to the Outlook contacts and regional distribution lists as applicable.

### Official Appointment

NOTE: For new staff being appointed as the State Commissioner, Commissioner's Designee, or Compact Administrator, an official appointment letter must be provided to the Executive Director: [mlunderwood@juvenilecompact.org](mailto:mlunderwood@juvenilecompact.org). Sample language is available upon request.

### Weekly Newsletters

Click [subscribe](#) to sign up for the weekly "ICJ Weekly Update" and "Spotlight on JIDS" newsletters. These newsletters are your link to changes, resources, updates, and announcements within the ICJ.

### JIDS

For Compact Office JIDS users, your state JIDS administrator can add new users via the User Management feature. See page 101 of the [ICJO User Manual](#) for more information. To deactivate a JIDS user, please submit a request to [support@juvenilecompact.org](mailto:support@juvenilecompact.org) Please ensure new JIDS users are aware of the resources available on the [JIDS Helpdesk](#).

### Training

JIDS Trainings and the ICJ Rules Trainings include:

- **Self-paced** – Several training modules are available 24/7 on the ICJ website:
  - TRAINING / [ON DEMAND](#)
- **Instructor-led trainings** – Dates and registration links are on the ICJ website:
  - TRAINING / [CALENDAR](#)