



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?

Commissioner Vacancy Reporting

If your state has a Commissioner vacancy, please report it on the [Commissioner Vacancy Form](#).

State's Directory Listing

All new staff must **REGISTER** an account on the Commission's website: <https://www.juvenilecompact.org/user/register> to be added to your state's page. After the new staff have registered, please email the following information to: icjadmin@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. Sample language is available upon request.

ICJ Update Newsletter

Click [subscribe](#) to sign up for the "ICJ Update" newsletter.

UNITY

For Compact Office UNITY users, your state UNITY administrators can add new users via the Administration / Users feature. Please ensure new UNITY users are aware of the resources available on the [ICJ Help Center](#). To deactivate a UNITY user who no longer requires access, please submit a ticket to the ICJ Help Center at support@juvenilecompact.org.

Training

UNITY Trainings and ICJ Rules Trainings include:

- **Self-paced** – Several training modules are available 24/7 on the ICJ [On Demand](#) web page.
- **Instructor-led trainings** – Dates and registration links are on the ICJ [Events Calendar](#).