

**Usage Notes: One User Access Form is required per user for create/change/termination of access.*

1 User Information

Effective Date Submit Date

Organization Name Facility Number

First Name Last Name 3rd Party Contractor

Department Title

E-mail Phone Number Ext.

Point of Contact (POC)

Users with this checked off will be considered the primary contact(s) for the organization (communication purposes)

2 User Access Details

Action Requested

Create New Account Change Existing Account Terminate User Access

User Security Profile

- Select security roles to add or remove (rem.) from the list. Select all roles which apply.
- This section is not required when "Terminate User Access" is selected from the "Action Requested" section.

Dynamics GP Security Roles

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------|--|--|--------------------------|--------------------------|--------------------|--------------------------|--------------------------|----------------------------------|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|----------|--------------------------|--------------------------|----------|--------------------------|--------------------------|-------------------|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|--|-----|------|--|--------------------------|--------------------------|------------------|--------------------------|--------------------------|--------------------------------------|--------------------------|--------------------------|--|
| <table border="0"> <tr> <td style="text-align: center;">Add</td> <td style="text-align: center;">Rem.</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Accounting Manager</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Analytical Accounting (AA) Clerk</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Analytical Accounting (AA) Manager</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>AP Staff</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>AR Staff</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Finance Assistant</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Fixed Assets Manager</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Grant Management</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Inquiry Only (all areas)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Inventory Manager</td> </tr> </table> | Add | Rem. | | <input type="checkbox"/> | <input type="checkbox"/> | Accounting Manager | <input type="checkbox"/> | <input type="checkbox"/> | Analytical Accounting (AA) Clerk | <input type="checkbox"/> | <input type="checkbox"/> | Analytical Accounting (AA) Manager | <input type="checkbox"/> | <input type="checkbox"/> | AP Staff | <input type="checkbox"/> | <input type="checkbox"/> | AR Staff | <input type="checkbox"/> | <input type="checkbox"/> | Finance Assistant | <input type="checkbox"/> | <input type="checkbox"/> | Fixed Assets Manager | <input type="checkbox"/> | <input type="checkbox"/> | Grant Management | <input type="checkbox"/> | <input type="checkbox"/> | Inquiry Only (all areas) | <input type="checkbox"/> | <input type="checkbox"/> | Inventory Manager | <table border="0"> <tr> <td style="text-align: center;">Add</td> <td style="text-align: center;">Rem.</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Purchasing Staff</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Revenue/Expense Deferral (RED) Clerk</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Revenue/Expense Deferral (RED) Manager</td> </tr> </table> | Add | Rem. | | <input type="checkbox"/> | <input type="checkbox"/> | Purchasing Staff | <input type="checkbox"/> | <input type="checkbox"/> | Revenue/Expense Deferral (RED) Clerk | <input type="checkbox"/> | <input type="checkbox"/> | Revenue/Expense Deferral (RED) Manager |
| Add | Rem. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Accounting Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Analytical Accounting (AA) Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Analytical Accounting (AA) Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | AP Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | AR Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Finance Assistant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Fixed Assets Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Inquiry Only (all areas) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Inventory Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Add | Rem. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Purchasing Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Revenue/Expense Deferral (RED) Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Revenue/Expense Deferral (RED) Manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Additional Access

- | | | |
|--------------------------|--------------------------|----------------------------------|
| Add | Rem. | |
| <input type="checkbox"/> | <input type="checkbox"/> | FRx Report Designer |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Production (Test Env) Access |

3 Approvals

Organization Approver First Name Last Name
Title E-mail
Phone Number Ext.

Approver Signature

Approval Date

Return this form to: servicedesk@ccim.on.ca

CCIM Initials & Date
Internal Use Only