

**Usage Notes: One User Access Form is required per user for create/change/termination of access.
All fields marked with a (*) in this form are required.*

1. User Information

Effective Date* Submit Date*

Organization Name* Organization Number*

First Name* Last Name* 3rd Party Contractor

Department Title*

E-mail* Phone Number* Ext.

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 from the list. Select all roles which apply.
- This section is not required when "Terminate User Access" is selected from the "Action Requested" section.

OHRIS MIS Bridging Solution Profile

- OHRIS MIS Bridging Solution with Statistical Repository (i) Add Remove
- Standard OHRIS MIS Bridging Solution (ii) Add Remove

Notes:

- i. Financial data is removed each cycle; statistical information is retained indefinitely
- ii. All statistical and financial transactions are removed each cycle

3. Approvals

Organization Approver's First Name* Last Name*

Title* E-mail*

Phone Number* Ext.

Approver Signature*

Approval Date*

Return this form to: [servicedesk@ccim.on.ca](mailto: servicedesk@ccim.on.ca)

CCIM Initials & Date
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