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.

Dynamics GP Security Roles

Role		
Accounting Manager	○ Add	○ Remove
Analytical Accounting (AA) Clerk	○ Add	○ Remove
Analytical Accounting (AA) Manager	○ Add	○ Remove
AP Staff	○ Add	○ Remove
AR Staff	○ Add	○ Remove
Finance Assistant	○ Add	○ Remove
Fixed Assets Manager	○ Add	○ Remove
Grant Management	○ Add	○ Remove
Inquiry Only (all areas)	○ Add	○ Remove
Inventory Manager	○ Add	○ Remove
Purchasing Staff	○ Add	○ Remove
Revenue/Expense Deferral (RED) Clerk	○ Add	○ Remove
Revenue/Expense Deferral (RED) Manager	○ Add	○ Remove

Additional Access

FRx Report Designer	○ Add	○ Remove
Pre-Production (Test Env) Access	○ Add	○ Remove

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   **CCIM Initials & Date**
                                                    Internal Use Only   [   ]