

**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

- | | | |
|------------------------------------|---------------------------|------------------------------|
| Accounting Manager | <input type="radio"/> Add | <input type="radio"/> Remove |
| Analytical Accounting (AA) Clerk | <input type="radio"/> Add | <input type="radio"/> Remove |
| Analytical Accounting (AA) Manager | <input type="radio"/> Add | <input type="radio"/> Remove |
| AP Clerk | <input type="radio"/> Add | <input type="radio"/> Remove |
| AR Clerk | <input type="radio"/> Add | <input type="radio"/> Remove |
| Book Keeper | <input type="radio"/> Add | <input type="radio"/> Remove |
| E-Reconcile | <input type="radio"/> Add | <input type="radio"/> Remove |
| E-Reconcile Admin | <input type="radio"/> Add | <input type="radio"/> Remove |
| Encumbrance Management | <input type="radio"/> Add | <input type="radio"/> Remove |
| Fixed Assets Manager | <input type="radio"/> Add | <input type="radio"/> Remove |
| Fixed Assets Stakeholder | <input type="radio"/> Add | <input type="radio"/> Remove |
| Grant Management | <input type="radio"/> Add | <input type="radio"/> Remove |
| Inquiry Only (all areas) | <input type="radio"/> Add | <input type="radio"/> Remove |
| Inventory Manager | <input type="radio"/> Add | <input type="radio"/> Remove |
| Invoice Matching | <input type="radio"/> Add | <input type="radio"/> Remove |
| MICR Admin | <input type="radio"/> Add | <input type="radio"/> Remove |
| MICR PM Clerk | <input type="radio"/> Add | <input type="radio"/> Remove |

Dynamics GP Security Roles

- | | | |
|--|---------------------------|------------------------------|
| MIS Admin with GL Trx | <input type="radio"/> Add | <input type="radio"/> Remove |
| Purchasing Manager | <input type="radio"/> Add | <input type="radio"/> Remove |
| Purchasing Staff | <input type="radio"/> Add | <input type="radio"/> Remove |
| Revenue/Expense Deferral (RED) Clerk | <input type="radio"/> Add | <input type="radio"/> Remove |
| Revenue/Expense Deferral (RED) Manager | <input type="radio"/> Add | <input type="radio"/> Remove |
| Safe Pay Set up | <input type="radio"/> Add | <input type="radio"/> Remove |
| Safe Pay Trx | <input type="radio"/> Add | <input type="radio"/> Remove |
| SOP | <input type="radio"/> Add | <input type="radio"/> Remove |
| SOP Admin | <input type="radio"/> Add | <input type="radio"/> Remove |
| SOP No Post | <input type="radio"/> Add | <input type="radio"/> Remove |

Additional Access

- | | | |
|----------------------------------|---------------------------|------------------------------|
| FRx Report Designer | <input type="radio"/> Add | <input type="radio"/> Remove |
| Pre-Production (Test Env) Access | <input type="radio"/> Add | <input type="radio"/> 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](mailto: servicedesk@ccim.on.ca)

CCIM Initials & Date
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