

*\*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 Staff                               | <input type="radio"/> Add | <input type="radio"/> Remove |
| AR Staff                               | <input type="radio"/> Add | <input type="radio"/> Remove |
| Finance Assistant                      | <input type="radio"/> Add | <input type="radio"/> Remove |
| Fixed Assets Manager                   | <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 |
| 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 |

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\*

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

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