EDRMS Content Manager
MODIFY EXISTING USER ACCESS
(CHANGE OR DEACTIVATE USERS)

Mandatory fields *

EDRMS Business Services

EDRMS.Help@gov.bc.ca

Form Instructions (click this link to launch the Instruction document for how to fill in this form)

(tick option(s) below that apply)		
Update existing User Role to add or remove functions	☐	User Role Change – additions or deletions of functions for user
When a user changes their first or last name	☐	Name Change – Provide old name AND new name
Changes are required to User's Profile Locations	☐ ☐	ADD: User requires access to other Location(s) (enter in section below) REMOVE: User no longer requires access to other Location(s) (enter in section below)
User no longer requires access	☐	Deactivate

IS USER TRANSFERRING FROM ANOTHER MINISTRY, AGENCY, DIVISION OR BRANCH?: (tick box to the right)	☐ Yes ☐ No	**IF YES;** NAME OF FORMER MINISTRY, AGENCY, DIVISION AND/OR BRANCH *

START DATE FOR ACCESS: WILL AUTOPOPULATE TODAY'S DATE (YYYY-MMM-DD) * 2018-Dec-18	USER'S IDIR *

ACCESS PROFILE BEING CREATED FOR:

USER'S FIRST NAME *	USER'S LAST NAME *	USER'S EMAIL *
FOR NAME CHANGES: USER'S FORMER NAME		
USER'S BRANCH NAME *	USER'S DIVISION NAME *	
USER'S OFFICE ADDRESS (including city) *		

USER ROLE REQUIRED: *
See functions available to each role and tick the box for the desired User Role

☐ Inquiry User ☐ End User ☐ Information Worker

LOCATIONS, FILE CREATOR AND RESTRICTED ACCESS GROUPS REQUIRED (Requests asking for the same profile as another user will be rejected**)**

ADD NEW LOCATIONS OR GROUPS (list below)		REMOVE OLD LOCATIONS OR GROUPS (list below)	
1.		**1.**	
2.		**2.**	
3.		**3.**	
4.		**4.**	
5.		**5.**	
6.		**6.**	
7.		**7.**	

DESIGNATED ACCESS APPROVER * ?	**If the Designated Access Approver's email containing approval is not included; this request will not be actioned. Please send your completed form with approval email to: EDRMS Help**

APPROVAL FOR LOCATIONS, FILE CREATOR AND RESTRICTED ACCESS GROUPS IF NOT USER'S DEFAULT OFFICE: * this must be approved by the OTHER Groups' Designated Access Approver.

REQUESTOR MUST CONSULT AN INFORMATION WORKER IN YOUR BRANCH TO DETERMINE LOCATIONS, FILE CREATOR AND RESTRICTED ACCESS GROUPS REQUIRED.

Clicking the Submit Form button opens an email to EDRMS Help

Submit Form **Print Form**