CRMS SYSTEM ACCESS
(ADD/CHANGE/DEACTIVATIONS)

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)		
Employee is new to CRMS	☐	Create New User
Employee no longer requires access to CRMS	☐	Deactivate User
When a user changes their first or last name	☐	Name Change – Provide old name AND new name
User needs access added or removed for more than one Office or Org Unit	☐ ☐	ADD: User is assisting another Office or Org Unit with Records Mgt. REMOVE: User no longer requires access to other offices or Org Units
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 OR BRANCH *

START DATE FOR ACCESS: WILL AUTOPOPULATE TODAY'S DATE (YYYY-MMM-DD)	USER'S IDIR *
28-Feb-2019	

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 OFFICE/ORG UNIT NAME *	USER'S DIVISION NAME *

OFFICE OR ORG UNIT CHANGES FOR YOUR USER ROLE *

ADD Office or Org Unit:	READ ✓	WRITE ✓	REMOVE Office or Org Unit:	READ ✓	WRITE ✓

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 OFFICE OR ORGANIZATIONAL UNIT CHANGES FOR USER ROLE IF NOT USER'S DEFAULT OFFICE: * this must be approved by the OTHER Offices' Designated Access Approver.

Clicking the Submit Form button opens an email to EDRMS Help

Submit Form **Print Form**