EDRMS Content Manager
CREATE NEW USER
(USER DOES NOT HAVE ACCESS TO EDRMS)

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)

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 *
USER'S MINISTRY OR AGENCY NAME *		
USER'S DIVISION NAME *	USER'S BRANCH 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**		**LOCATIONS, FILE CREATOR AND RESTRICTED ACCESS GROUPS REQUIRED** **(**Requests asking for same profile as another user will be rejected**)**		
			FOR USER'S HOME LOCATION	**FOR LOCATIONS OTHER THAN USER'S HOME**
☐	**Inquiry User**	1.		
		2.		
		3.		
		4.		
☐	**End User**	1.		
		2.		
		3.		
		4.		
☐	**Information Worker**	1.		
		2.		
		3.		
		4.		

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 THE 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**