

MyCCBC User Roles and Permissions Guide

Role	Business BCeID Required	MyCCBC Permissions																		
		Manage Users					Organization Information		Facility Information		Programs and Vacancies		Enrolment Reports (ERs)				Monthly ECE Reports (MERs)			
		View	Edit Self	Edit Others	Add	Remove	View	Edit	View	Edit	View	Edit	View	Edit	Submit	Adjust	View	Edit	Submit	Adjust
Organization Administrator	Yes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Facility Administrator - Advanced *	Yes	✓	✓	✗	✗	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Facility Administrator - Basic *	Yes	✓	✓	✗	✗	✗	✓	✗	✓	✗	✓	✗	✓	✓	✗	✓	✓	✓	✗	✓
CCOF Read Only	Yes	✓	✓	✗	✗	✗	✓	✗	✓	✗	✓	✗	✓	✗	✗	✗	✓	✗	✗	✗
Contact Only	No	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗

Role	Business BCeID Required	MyCCBC Permissions																
		Manage ECE Staff		New/Renewal Applications					Funding Agreements			Change Requests			Organization Closures			
		View	Edit	Create	View	Edit	Submit	Download	View	Sign & Submit	Download	Create	View	Submit	Create	View	Edit	Submit
Organization Administrator	Yes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Facility Administrator - Advanced *	Yes	✓	✓	✗	✗	✗	✗	✓	✓	✗	✓	✗	✓	✗	✓	✓	✓	✓
Facility Administrator - Basic *	Yes	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓	✗
CCOF Read Only	Yes	✗	✗	✗	✓	✗	✗	✓	✓	✗	✓	✗	✓	✗	✗	✓	✗	✗
Contact Only	No	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗

*Note: Facility Administrator (Advanced or Basic) user access is limited to their assigned facilities only.