Government of Northwest Territories | Gouvernement des Territoires du Nord-Ouest

CCIS User Access Request Form

This form is used to request access or remove access to both the TRAIN and LIVE in Continuing Care Information System (CCIS) environments. Please fill out the information below and have it signed off and submitted by your supervisor, noting that all fields are mandatory. **Note:** Staff must have GNWT login credentials to access CCIS.

Date: _____

Request Type: <select request type>

CCIS Role Assignment*: <select role>

Employee Name (First Last): _____

Position Title: _____

Employee Email: _____

Employee Number: _____

Community: <select a community>

** To guide the selection of the CCIS Role Assignment please reference the RBAC document on the CCIS Hub.*

If access to other communities is needed, enter below:

Add the user to:

APPROVAL for TRAIN Environment:

☐ As the supervisor of the employee identified on this form, I authorize the CCIS Role Assignment selected for this employee for use in the CCIS TRAIN environment.

Supervisor Name: _____ **Supervisor Email:** _____

Supervisor Signature _____ **Date:** _____

APPROVAL for LIVE Environment:

☐ As the supervisor of the employee identified on this form, I confirm this employee has completed the required CCIS training for the selected CCIS Role Assignment, and I authorize the CCIS Role Assignment selected for this employee for use in the CCIS LIVE environment.

Supervisor Name: _____ **Supervisor Email:** _____

Supervisor Signature _____ **Date:** _____

Select which environment to remove the user from:

☐ **REMOVAL for TRAIN Environment**

☐ **REMOVAL for LIVE Environment**

SUBMISSION:

⚠ Supervisors are to submit this form through the CCIS IT Ticket Submission Form system which requires this document to be attached in the submission form.