

OR PTC DCI — Staff Profile Maintenance

Check all that apply:

Add a new staff user

Deactivate a user (*Complete only User information part 1 & Manager information.*)

Modify access (*Be sure to designate which roles you are adding or deleting.*)

Reactivate access(*Complete only User information part 1 & Manager information .*) Due to **Branch Switch**

User information part 1 ("User" is the person whose account is being affected.)

Name (<i>first, last</i>):	OR or P number:
Email address:	

User information part 2 ("User" is the person whose account is being affected.)

Phone:	Alternate phone:	Mobile phone:	Time Zone:	
Work address (<i>include floor/suite number when applicable</i>):		City:	State: OR	ZIP:
Branch name:		Branch number:		

Staff user roles (*for complex changes or additional roles added/removed, include notes on page two.*)

Check role to add for this staff:

Supervisor for Branch number _____

Auditor – view only

Check role to remove for this staff:

☐ Supervisor for Branch number _____

☐ Auditor – view only

Staff report access

Should this user receive the Change Email/Phone Report? Choose Yes for No

☐ Yes

☐ No

Manager information

Name (<i>first, last</i>):	Phone:	Extension:	Date submitted:
Branch/unit name:		Position/title: Manager	

Additional staff user roles

Check role to add for this staff: Supervisor for Branch number _____ _ Auditor – view only	Check role to remove for this staff: <input type="checkbox"/> Supervisor for Branch number _____ <input type="checkbox"/> Auditor – view only
Check role to add for this staff: Supervisor for Branch number _____ _ Auditor – view only	Check role to remove for this staff: <input type="checkbox"/> Supervisor for Branch number _____ <input type="checkbox"/> Auditor – view only
Check role to add for this staff: Supervisor for Branch number _____ _ Auditor – view only	Check role to remove for this staff: <input type="checkbox"/> Supervisor for Branch number _____ <input type="checkbox"/> Auditor – view only

Notes