

GRANT SYSTEM: USER REQUEST FORM

**Request Type** (please select the appropriate box)

**create NEW** User – please complete all fields.

**amend EXISTING** User – please complete only the fields where information has changed or needs updating.

What is the **existing** User record that needs updating?

<b>User Full Name or URL:</b>	
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To be filled in by Applicant		
<b>1</b>	First Name*:	
<b>2</b>	Surname*:	
<b>3</b>	Email Address*:	
<b>4</b>	Organisation*:	
<b>5</b>	Parish Code*:	
<b>6</b>	Role*:	
<b>7</b>	<b>Persona*:</b>	
	User – Single Grant	<input type="checkbox"/>
	User – All Grants	<input type="checkbox"/>
	User – Viewer	<input type="checkbox"/>

Once you have filled in the above section please email it to: [grantportalsupport@churchofengland.org](mailto:grantportalsupport@churchofengland.org)  
Please ensure you start the email subject line with GMS:

Grants System Administrators Only		
<b>8</b>	Alias:	
<b>9</b>	Training Completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Non Applicable
<b>10</b>	<b>Profile</b>	
	[Grants] User - Single Grant CC+ Login	<input type="checkbox"/>
	[Grants] User - All Grants CC+	<input type="checkbox"/>
	[Grants] User - All Grant CC+ Login	<input type="checkbox"/>
	[Grants] User - Viewer	<input type="checkbox"/>
<b>11</b>	<b>License</b>	
	Customer Community Plus	<input type="checkbox"/>
	Customer Community Plus Login	<input type="checkbox"/>
<b>12</b>	<b>Permission Set Group Name</b>	
	[Grants] User - Single Grant	<input type="checkbox"/>
	[Grants] User - All Grants	<input type="checkbox"/>
	[Grants] User - Viewer	<input type="checkbox"/>

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Our Values

Strive for **excellence** | Show **compassion** | **Collaborate** | **Respect** others | Act with **integrity**