

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?

User Full Name or URL:	
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To be filled in by Applicant		
1	First Name*:	
2	Surname*:	
3	Email Address*:	
4	Organisation*:	
5	Parish Code *:	
6	Role*:	
7	Persona *:	
	User – Single Grant	☐
	User – All Grants	☐
	User – Viewer	☐

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

Grants System Administrators Only		
8	Alias:	
9	Training Completed:	☐ Yes ☐ No ☐ Non Applicable
10	Profile	
	[Grants] User - Single Grant CC+ Login	☐
	[Grants] User - All Grants CC+	☐
	[Grants] User - All Grant CC+ Login	☐
	[Grants] User - Viewer	☐
11	License	
	Customer Community Plus	☐
	Customer Community Plus Login	☐
12	Permission Set Group Name	
	[Grants] User - Single Grant	☐
	[Grants] User - All Grants	☐
	[Grants] User - Viewer	☐

Our Values

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