Request for OFS-USA Database Access

Date Submitted _____ **Date Required** _____

New User _____ **Change in permission for existing user** _____ **Remove User** _____

User information:

Name: First _____   Last _____   Suffix _____

Email: _____

For New Users:

<u>OFS Members:</u>

Region: _____

Fraternity: _____

<u>Friars and Religious:</u>

Province (Friars) _____

Religious Order _____

Attended Walkthrough, or viewed Walkthrough video?   _____

<u>If **not** currently on the database as a member, SA, etc.:</u>

Address _____

City: _____   State _____   Zip _____

Primary phone _____

Requested Access

Role: This is assigned at the user level, and applies to all organizations for which the user has permissions. See functions by role on page 3.

User: _____
Admin: _____

Organization (Specify whether National, Region, Fraternity, Province or Religious Order)

Organization	Read Only	Edit	Remove
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____
_____	____	____	_____

OFS Access requires the Regional Minister's approval. This can be provided in an email, along with the completed form.

Functionality by Role for Edit Permission for Fraternity/Region

Function	User	Admin
General Functions:	X	X
Select a Different Organization	X	X
Log Out	X	X
Reset Password	X	X
Global Search	X	X
View/Edit Tau Distribution	X	X
Transfer a Person to another Organization (requires permission to both organizations)	X	X
Reports	X	X
User Documentation	X	X
Fraternity Specific Functions:	X	X
Edit/View Fraternity	X	X
Create a New Member	X	X
Fraternity Roster	X	X
View/Edit Position	X	X
Create New Position	X	X
View Council History	X	X
View/Edit Subsidiary	X	X
Member Search/Edit	X	X
Additional Admin Functions for Fraternities:		
Create New Subsidiary		X
Transfer Fraternity to a New Region (requires permission to both Regions)		X
Register Election		X
Create New SA Position		X
Create Election Snapshot		X
Region Specific Functions for Regions:		
View/Edit Region	X	X
Director of Fraternity Councils	X	X
Edit Election Details	X	X
Link to Fraternity Summary	X	X
Create New Position	X	X
View Council History	X	X
View/Edit Inactive Fraternities	X	X
Member Search	X	X
Additional Admin functions for Regions:		
Create a New Fraternity		X
Register Election		X
Create New SA Position		X
Create Election Snapshot		X