ROMAN CATHOLIC ARCHDIOCESE OF BOSTON

RCAB Systems Access Request Form

Submit the completed form to HR@rcab.org

Date: _____

Location Name: _____   Institution Number: _____

Location Name: _____   Institution Number: _____

Person Name: _____   Job Title: _____

Phone Number: _____   ParishEmail: _____

Does this person replace current staff? Yes ☑ No ☐   Does this person have A CORI check on file? Yes ☐ No ☑

If the new contact is replacing an existing staff member complete the RCAB Systems Access Termination Form for the person that is leaving employment. Former employees must have no access to RCAB systems.

Please select the boxes next to applicable systems:

ONLY SELECT SYSTEMS YOU ARE REQUESTING ACCESS TO.

Lay Benefits

☐ BAS / MyEnroll - Benefits Administration

☐ BAS / MyEnroll Monthly Invoice (limited to 1 individual / BA email will be used if available)

Catholic Schools Office

☐ RED - CSO

Finance

☐ Paylocity - Payroll

☐ Sage Mateo - Savings and Loan

☐ Sage Intacct - Accounting

List Intacct Entity ID's: _____

Type of Access: Read Only

Intacct training videos are provided for new users. Please review within 30 days to retain access.

Parish Services

☐ BA E-mail Address Access OR

☐ BK E-mail Address Access

☐ Intacct Support Ticket Portal

☐ ParishSoft Application

☐ Adaptive Budget Software

☐ Donum App Portal Administrator

☐ Donum App Portal User

BA E-mail accounts are specifically intended for Parish Business Administrators (one per parish). These are deemed secure and intended for business use and communication between the parish and the Pastoral Center staff.

BK E-mail accounts are specifically intended for Bookkeepers. Similar to BA accounts these are considered secure and for business use.

This form is available on the Parish Portal:
 https://rcaboston.sharepoint.com/sites/ForParishes

Approver name and Title*: _____

*Must be signed by someone in authority at the location and other than the person access is being requested for.

Approver Signature*

For Pastoral Center User Only:

BA Email Address: _____

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