



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 contact replace a current contact: ☐ 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

☐ Schoolopedia

Finance

☐ Paylocity - Payroll

☐ Sage Mateo - Savings and Loan

☐ Sage Intacct

List Intacct Entity ID's:

Type of Access:

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 Parish Administrator

☐ Donum App Parish 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 Book Keepers. Similar to BA accounts these are considered secure and for business use.

This form is available on the Parish Portal:
<http://parishportal.rcab.org>

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:

Submit the completed form to HR@rcab.org