**Bridge Officer Access - IT Department:**

A reminder about the importance of getting your officer updates to the IT team as quickly and efficiently as possible after your AGM or “Change of Watch”.  The current process of updating bridge lists and officer access is extremely time consuming. By having the information in a standard format (Excel) it can be done faster and is less prone to errors during the update process.

Bridge lists need to be updated to ensure the following:

* Individual officers have the correct access permissions within the IT system based on their position and area of responsibility.
* Officers that have vacated their positions have their access removed.
* Officers who request a O365/TEAMS ID have one assigned to them.
* Email Distribution lists for officer positions are updated correctly. We maintain distribution lists for most officer positions (example: Membership or Financial)

To facilitate this process, we will distribute reports to District Commanders detailing existing access for each squadron within their District.  The report will include both the IT access by position and the TEAMS IDs assigned for each squadron and district.  District Commanders will be asked to forward this information to squadron Commanders for confirmation.

After reviewing the report, Squadrons or Districts should report bridge updates using the Excel template provided. **Note:** the template requires you to “enable macros” to be fully functional. The template can be found on the website:

1. **English** version:  My Members Area > Officer Resources > District and Squadron Officer’s Listing – [Submission Template](https://www.cps-ecp.ca/wiki/display/OR/Resources%2C%2BForms%2Band%2BDownloads?preview=/1441987/59572926/Officer_List_2023.xlsm).
2. **French** version: Zone des members > Ressources des officiers > Ressources, formulaires et téléchargements > [Téléchargeré](https://www.cps-ecp.ca/wiki/pages/viewpage.action?pageId=1443480&preview=/1443480/59572931/Officer_List_2023.xlsm)

The completed Excel file should be emailed to: officerlist@cps-ecp.org
One final note, if your bridge has **no updates to report** (i.e., the same officers as last year), we need to know that as well.  A quick email to the officerlist@cps-ecp.org or myself would be appreciated.

If you have any questions about the process, please reach out to me directly.

Thanks everyone.
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