# Revise PPDC Portal Access

This form is to request or remove user access to, ClinCard, the prepaid debit card portal. This procedure should be completed when a new user requires access to a study that has already been set up in the Prepaid Debit Card Portal or if user access should be removed. User Access is given by Study so list all applicable study names. If the user has left the University, and you wish to remove access for all studies, you may enter “All Studies” for study name. Only the PI/Requestor listed on the original PPDC form can modify or request access.

**Instructions:** Complete the form and email to purchase@umn.edu

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| **Requested by and/or Principal Investigator (must match original PPDC form):** | | |
| **Requested by and/or Principal Investigator Signature:** | | |
| **Study Name(s):** | | |
| First & Last Name: | Email: | Select System Access Level: |
|  |  | Coordinator:      Approver:       Reporting:       Remove Access: |
|  |  | Coordinator:      Approver:       Reporting:       Remove Access: |
|  |  | Coordinator:      Approver:       Reporting:       Remove Access: |
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|  |  | Coordinator:      Approver:       Reporting:       Remove Access: |

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| **Study Name(s):** | | |
| First & Last Name: | Email: | Select System Access Level: |
|  |  | Coordinator:      Approver:       Reporting:       Remove Access: |
|  |  | Coordinator:      Approver:       Reporting:       Remove Access: |
|  |  | Coordinator:      Approver:       Reporting:       Remove Access: |

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| **Study Name(s):** | | |
| First & Last Name: | Email: | Select System Access Level: |
|  |  | Coordinator:      Approver:       Reporting:       Remove Access: |
|  |  | Coordinator:      Approver:       Reporting:       Remove Access: |
|  |  | Coordinator:      Approver:       Reporting:       Remove Access: |