

# BAAN - Account request/change

## Summary

*The process for requesting and working with BAAN account requests - new, change and delete.*

## Important

*Site Champions cannot request BAAN access for themselves. They must submit it through one of the "Any Site" Champions.*

## Request Process

*All BAAN security requests (new/change/delete (excluding terminations)/rename account) must come from the employee's manager and be submitted through their site BAAN security champion, listed below.*

## Site Security Champions

<b>Any site</b>	Paul Clark Valerie Bainbridge
<b>Anaheim, CA / Orange, CA / D'Aircraft, CA</b>	Paul Clark Jeff Reffett-Forness
<b>Greenville, TX</b>	Madhavi Rastogi
<b>Havre de Grace, MD</b>	Lisa Wohnlich Mike (Charles) Grabowski
<b>Fengxian, China</b>	Requests MUST go to ALL of the following China Site Champions FIRST:  Simon He  A China Site Champion will submit the request (VIA EMAIL) to ALL of the following Baan Site Champions: Paul Clark  A Baan Site Champion will then Submit the Request via the Workflow System.
<b>Kalamazoo, MI</b>	Blair Johnstone
<b>Lisbon, Portugal</b>	Elza Opmane
<b>Oestringen, Germany</b>	Wolfram Rinderle
<b>Piedmont, SC / Rock Hill, SC</b>	Blaire Johnstone
<b>Riga, Latvia</b>	Elza Opmane
<b>Winona, MN</b>	Greg Lemmer
<b>Wrexham, United Kingdom</b>	Tracy Jones