

Roles & Rights Approval Request Form for managers at MyFebelfinAcademy

In this document, you will find the procedure for approving the possible roles & rights of managers in a participating institute or organisation (*) as they can be granted on the learning, training and examination platform MyFebelfinAcademy.

(The application for recognition of an external examination centre and the appointment of examiners do not take place via this form, but via the FSMA examination regulations (please see the FAQs at www.febelfin-academy.be.)

On MyFebelfinAcademy, we distinguish 4 different roles:

1. Institute Administrator:

- has the same responsibilities as a training manager (see 2);
- can in addition request credits (for examinations);
- manages requests for approval of the roles and rights of managers in his or her participating institute or organisation (*);
- automatically also has the role of training manager, reports manager or certificates manager.

2. Training Manager (OV):

- ensures the organisation of training and exams;
- is responsible for managing and following up participants (registrations, cancellations, postponements, etc.);
- automatically also has the role of reports or certificates manager.

3. Certificates manager:

- can only consult and request certificates of his or her participating institute or organisation (*).

4. Reports Manager:

- can only consult and request reports concerning his or her participating institute or organisation (*).

Procedure for requesting approval of roles & rights:

Only the Institute Administrator can request approval of roles & rights for managers (and new managers) in his or her institute or participating organisation (*).

- a) Go to MyFebelfinAcademy
- b) Go to "Company overview / see details (tab)"
- c) Via the "Training managers/Examiners" tab, a role & right can be requested by selecting the name from the drop-down list and confirming the role.
- d) The assignment of a role is only possible for employees of your participating institute or organisation (*). These can be found on the "employees" tab. If you cannot find them yet, you will first have to import them.
- e) Complete the attached document and send it to your contact person at Febelfin Academy.
- f) After approval, the role is assigned.

**Roles & Rights Approval Request Form
for managers at MyFebelfinAcademy**

I, the undersigned

(name of the administrator of the institute) _____

(position) _____

(email address) _____

as representative of the institute

(name of the institute) _____

(address of the institute) _____

hereby certify that the data protection rules will be complied with in accordance with the provisions of the Law of 8 December 1992 and the General Data Protection Regulation 2016/679 in connection with the processing of the personal data of its employees and that the following roles and rights can be approved:

Name of the participating institute or organisation (*)	Role	First name of the manager	Surname of the manager	Email address of the manager

(*) "Institute" is considered to be the parent company while "participating organisation" is considered to be more like a subsidiary.

Comments:

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Signature of the administrator of the institute

Date and place
