Ontario

Ontario Media Development
Corporation

Société de développement
de l'industrie des médias
de l'Ontario

OMDC Online Application Portal – Role-Based Security

The OMDC Online Application Portal is built so that users can have access to multiple registered companies and their respective applications using a single user login. There are many security features built-in to lock down various access levels so that although the model is flexible, there are many factors that must be met in order for a user to gain access to applications within a registered company. Below are the details on the two main roles within the OMDC Online Application Portal. Please keep in mind that you may be a Corporate Administrator in one registered company, but only a Portal User in another.

Corporate Administrator Role

Each registered organization will have at least one Corporate Administrator. By default, the person who registers for the company the first time is the company's Corporate Administrator. The Corporate Administrator has full security permissions to view, update and remove applications. He/she will also have the ability to add, update and deactivate other users in the company. This gives the Corporate Administrator permission to decide who should be given access to the Portal for the registered company. The Corporate Administrator can also edit a company's Corporate Profile which includes information such as the operating address, Business Number, Tax Account Number, and Corporation Number.

As a Corporate Administrator of a company, you have permission to:
- *View all applications*
- *Save all applications*
- *Submit all applications*
- *Delete new applications that have not been submitted*
- *Assign permissions for all applications*
- *Add users to the company*
- *Update user information in the company*
- *Delete/Deactivate users in the company*
- *View, add, replace and delete documents to the corporate documents repository*

Portal User Role

Portal Users that have been added to a registered company do not have access to any applications by default. The Application Administrator, which could be a Corporate Administrator or a Portal User, must explicitly give the Portal User rights to administer, view, and contribute to an application in order for this user to have access to it. If a Portal User has permission to "Start a New Application", an option that the Corporate Administrator can select when creating or updating a user, this user will be able to start a new application for the company making himself/herself the Application Administrator of that application.

As a Portal User of a company, you have permission to:
- *View applications that you have Viewer permission to*
- *Contribute to applications that you have Contributor permission to*
- *Submit an application that you are an Application Administrator of*
- *Delete new applications that have not been submitted and you are an Application Administrator of*
- *Access to corporate documents repository if given permission by the Corporate Administrator of the company*