DCFS – Staff Management – Update – v1. Last Updated: 11/22/2019 Requestor Request additional or change access in CHRIS Determine level of Change Sup for Grant additional Notify requestor Unit Box? CHRIS access access based on emp. title in CHRIS Change profile of each user to different supervisor DCFS CHRIS Designee Deactivate existing supervisor & add new one for unit box Change profile of each user to new supervisor of unit box **NTT Data**