# CADAC System Roles for Arts Organizations

Description

As an organization, planning the appropriate roles for each of your team members is an important step to ensure you have all the necessary accesses needed to manage CADAC. Your decision for choosing the appropriate roles for your team will depend on the number of users you have within your organization.

There are 3 types of roles:

New System Roles	
Arts Organizations	Organization Supervisor
	Organization user
	Organization contractor
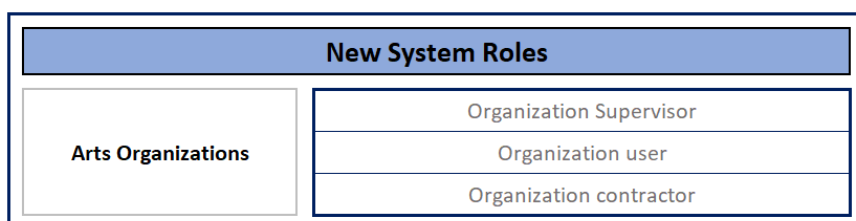
If you have multiple users in your organization, you will need to assign the appropriate role based on each user's tasks and responsibilities. The organization user obtains basic access to CADAC, and the organization supervisor obtains access to all functionalities. You will find the details below.

Organization User

The Organization User can:
- Edit and submit financial and statistical data
- Edit organization's profile information including Discipline, Specialization, Practice
- Communicate with Agency Users and CADAC Analysts (Canada Council for the Arts) to follow up on data verification and reconciliation
- Upload and manage financial statements
- Generate reports

Organization Supervisor

If your organization has only one user, this person should have this role in CADAC. In addition to having the same privileges as that of the *Organization User*, the *Organization Supervisor* can:
- Invite new users and manage existing users
- Consent to opt-in or opt-out of sharing data

Organization Contractor

This role is provided when an organization hires a third-party contractor outside of their organization to assume an administrative role in CADAC. The *Organization Contractor* has the same privileges as that of an *Organization User*, except for editing the organization's profile information.

An *Organization Contractor* that works with multiple organizations in CADAC will use one single user account to access all these organizations.