HR / IT Joint Procedure for
Approval and Routing of the IT Account Request/Change Form
Effective April 1, 2014

The following procedures will be used to request new IT accounts and modify existing IT accounts (e.g. transfer of a staff member, position change, etc.).

I Establishing an IT account for a new employee

Regular employees (i.e. permanent employees):
1. HR will initiate the IT Account Request/Change Form by completing the HR portion (except for the SID) and e-mailing the embedded form to IT (IT@bates.ctc.edu) and to the new employee’s supervisor.
2. Upon receipt of the IT Account Request/Change Form by HR:
   a. IT will establish an account for the new employee (including e-mail and personal folder), with an expiration date set at 30 days.
   b. The supervisor will complete his/her respective portion and forward the embedded e-mail form to IT.
3. Upon generation of a staff identification number (SID), HR will e-mail the new employee’s SID to IT (IT@bates.ctc.edu).
4. Once IT receives the SID from HR and the completed form from the supervisor, IT will update the account information and remove the expiration date.

Hourly employees (employees paid using a payroll authorization):
1. The respective supervisor will initiate the IT Account Request/Change Form by completing his/her respective portion and e-mailing the embedded form to HR (hr@bates.ctc.edu).
2. Upon receipt of the IT Account Request/Change Form from a supervisor, HR will complete its portion of the form and forward it to IT, copying the initiating supervisor.
3. Upon receipt of the IT Account Request/Change Form from HR, IT will establish the complete IT account for the new hourly employee.

II Modifying an existing staff account within a department
1. The respective supervisor will initiate the account modification by completing the applicable sections on the IT Account Request/Change Form and e-mailing the embedded form to IT (IT@bates.ctc.edu).

III Modifying an existing staff account transferring to a different department
1. The procedure is the same as “Establishing an IT account for new employees.”
2. The “old” supervisor will only need to fill out the “modify” section of the form.

Note: An incomplete form will delay processing and may be returned to the supervisor for completion.

Approved: [Signature]
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