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@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: Geof Kaufman

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