**SOUTHWICK TOLLAND GRANVILLE REGIONAL SCHOOL DISTRICT**

**Employee User Account Creation *I* Modification *I* Deletion Form**

**Submit to STGRSD Technology Center (SchoolDude –** <http://stgrsd.org/helpdesk>)

*\* This form is required to be filled out completely* & *signed before any adjustment will be made to any School Account \**

Full Name: (one per form): Dept. /School:

Account:/Access Types-Check All Applicable: Position:

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|  Check appropriate network(s) [ ] ADMINISTRATIVE (district) [ ]  ACADEMIC (school) |
| Account will be created with standard dept. /building files shares. If additional shares needed, please list: |
| [ ]  EMAIL DISTRIBUTTION LISTS- [ ] SRS HS [ ] SRS Middle [ ] PM [ ] Woodland [ ] District All Staff |
| [ ] SOFT-RIGHT [ ] REDIKER [ ] OFELIA(PORTAL)  |
| [ ]  ADMIN [ ] TEACHER [ ] STAFF [ ]  COMPUTER [ ] PHONE [ ] Extension \_\_\_\_\_\_ [ ]  VOICEMAIL |
| OTHER (please describes) [ ] SNAP(nurses) [ ]  LIBRARIANS [ ] OASYS [ ] My Learning Plan  |

Option 1: [ ]  Effective Date: Time of Day:

**Freeze** user account, access to files, email, databases prior to suspension/termination or other reason to stop potential employee malicious deleting or tampering with files. Account, files & data will remain; user access will be restricted.

\*\*\*\*Follow up with phone call to Techsupport to ensure immediate actions is taken. \*\*\*\*

Option 2:[ ]  Create New User Account (min. 2 business day notice required)

 Effective Date: Click here to enter a date.

 [ ]  I certify the user signed the school employee Acceptable User Policy (AUP)

Option 3: [ ]  MODIFY/CHANGE User Account (Adjust user account & access in the following manor)

NOTE: if replacing person in existing position – both sections on option 3 need to be completed-new user access and remove old user access [ ]  User has new legal name. Change names only

 Old name: Click here to enter text. New name: Click here to enter text.

[ ]  User has moved to a new position. Effective Date: Click here to enter a date.

Old POS/LOC: Click here to enter text. New Pos/Loc: Click here to enter text.

Move old account access that is still needed. Remove accounts /access that are no longer needed for the new position.

 [ ]  Share Documents & Desktop files to: User’s name: Click here to enter text.

Option 4: [ ]  DISABLE User Account Effective Date: Click here to enter a date.

 [ ] Archive Documents, Desktop files & Email data

 [ ]  Share Documents & Desktop files to: User’s name: Click here to enter text.

**This Change is authorized by:**

Signature Printed Name Date

Authorized requestors: Superintendent – all request types Human Resources – all request type Administrator/Principal /Tech

Modified 10/31/2017 (STGRSD Technology Department)