**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)