 <p><b>UPPER IOWA</b> UNIVERSITY EDUCATION BUILT FOR LIFE</p>	<p><b>Information Technology Department</b></p> <p><b>University-Wide</b></p>	<b>SOP #</b>	IT_105
		<b>Revision #</b>	1.0
		<b>Implementation Date</b>	July 28, 2014
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<b>SOP Owner: UIU Information Technology</b>		<b>Approval</b>	F.O.

## **Upper Iowa University Information Technology New Employee Account Creation Procedure**

### **1. Purpose**

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The purpose of this document is to provide definition and expectations for staff regarding the creation of technology accounts for new university employees. Technology accounts with appropriate accesses are critical to any university employee to perform their assigned duties. All respective technology accounts will be configured, and active by the new employees first day of work to ensure necessary resources are available.

### **2. Scope**


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This Upper Iowa University Information Technology New Employee Account Creation Procedure document is relevant to all university staff and faculty. This document will include procedures for requesting access to Information Technology (I.T.) account(s) for new employees along with the necessary timeline to ensure accounts are ready by the new employee's start date.

### **3. Prerequisites for Account Generation**

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After necessary HR paperwork is complete, the new employee will be assigned an identification number in the current Enterprise Resource Planning (ERP) system. This identification number is required before any technology account(s) will be created.

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### **4. Responsibilities**

It is the responsibility of the immediate supervisor of the respective new employee to complete and submit the “New Employee Form” located within the I.T. Services portal. This can be found at <https://itservices.uiu.edu/itservices/> after logging in with current domain credentials. This form must be submitted a minimum of two (2) weeks prior to the new employee’s start date to assure required technology is available on the start date. System configuration and equipment purchases are the responsibility of I.T. while effective utilization of the approved technology in support of UIU’s goals is the responsibility of department supervision.

### **5. Account Access**

#### Email


All university employees will have their own unique UIU email. The email address extension, will differ depending upon employment status, (ie. full-time vs. part-time). Full-time employees and part-time staff will receive an @uiu.edu (example: Pete Peacock would be peacockp@uiu.edu) whereas adjunct faculty will be @faculty.uiu.edu. This email is to be used whenever communicating with students.

#### myUIU Portal

All university employees will have their own unique login credentials for the myUIU portal. Within the portal, the new employee will also have the required tabs and accesses to complete their assigned job duties.

#### Enterprise Resource Planning (ERP) Software

New Employees will be granted access to current UIU ERP (such as Jenzabar EX) and other necessary software on an individual basis and according to the security matrix established by the UIU Enterprise Users Group (EUG) committee.

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### Telephony System

Fayette campus university employees will have access to the university's voicemail system and long distance calling feature provided a departmental billing code for long distance charges been supplied to I.T.

### **6. References**

- <http://www.uiu.edu/resources/it/helpcenter/fs-myUIU.html>
- <http://uiu.edu/resources/it/helpcenter/fs-email.html>
- [https://itservices.uiu.edu/itservices/Employee\\_Form/NewEmployee.aspx](https://itservices.uiu.edu/itservices/Employee_Form/NewEmployee.aspx)
- Wikipedia
- Webopedia
- [www.thefreedictionary.com](http://www.thefreedictionary.com)

### **7. Definitions**

Item	Definition
Domain	A group of computers and devices on a network that are administered as a unit with common rules and procedures
Enterprise Resource Planning	Business management software—usually a suite of integrated applications—that a company can use to store and manage data from every stage of business
Prerequisite	Required or necessary as a prior condition
Procedure	A set of established forms or methods for conducting the affairs of an organized body
Scope	The area covered by an activity, topic, etc
SOP Owner	Person or department that possesses or controls the SOP
Standard Operating Procedure (SOP)	Established procedure to be followed in carrying out a given operation or in a given situation
Voicemail	An interactive computerized system for answering and routing telephone calls, for recording, saving, and relaying messages