When new teaching staff are hired you must complete the following steps in order to correctly create user accounts on the network, in Infinite Campus and in CIITS. Any deviation from the process can result in duplication in accounts (or work) or inability to access accounts in a timely manner.

1. Have STC review AUP with new staff member.
2. New staff member must sign AUP. (AUP can be found in a district handbook)
3. New staff member is to identify preferred name for account information for STC, i.e. if the staff member is named James Robert but goes by Robert or is Melissa Smith but is known as Missy and therefore wants email to be [missy.smith@](mailto:missy.smith@)....
4. STC notifies district technician that a new staff member has been hired and needs an AD account. STC will supply the tech with the staff member preferred name. District tech will ask for verification that AUP has been signed.
5. District technician will create AD account and return user information to STC to share with new staff member. This includes the email address information.
6. STC is to notify new staff member of username and password. – form available on district tech page for STC to use with instructions about resetting password. (User account memo is attached)
7. New staff member must reset password. The first login and resetting of the password **must** be done **within** **district** using a **district machine** in order to trigger creation of mailbox.
8. Simultaneous with #7, STC is to supply the IC person in the building the new staff member’s information (preferred name and email account information) so that an IC account can be created.
9. IC building level person creates the IC account for the staff member using the AD account name (preferred user name as identified by the STC) and enters the email address on the demographics page. The start date for the employment should be entered as an earlier date than today, i.e. if today is June 1 then the start date for the staff member should be set as May 30.
10. If all of this occurs before 8 a.m. on Tuesday morning then on Wednesday the new staff member should be able to click “new user” on CIITS to receive an email with a temporary password to access CIITS. The link within the email will have to be used to access the site to reset the password and then the user should be good to go. If you miss the 8 a.m. deadline on Tuesday morning then the user will not be able to access CIITS until the next week on Wednesday morning.