

HAYWOOD COMMUNITY COLLEGE	INFORMATION TECHNOLOGY NEW EMPLOYEE TECHNOLOGY ACCESS	PROCEDURE 7.1.1
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- A. Upon receipt of the New Employee Technology Access e-ticket request, the Systems Administrators and Network Administrators will grant access of the appropriate resources to the new employee.
- B. The Campus Services Administrator will reply to the e-ticket request and attach a copy of the Administrative Computer Usage Authorization form for the new employee.
- C. The Campus Services Administrator will work with the Systems Administrators and the Network Administrators to assure the correct access rights are granted on the form.
- D. Once the security form has been created, the Campus Services Administrator will send the form to the e-ticket requestor with the following statement: "Please have the attached security form completed by the new employee and signed by the employee's supervisor. Access to information technology resources has been granted. However, if the form is not completed and returned within three working days, the employee's supervisor will either communicate the need for an extension to IT or access will be revoked. Thank you for your prompt attention to this matter."
- E. When the security form has been returned the form should be filed in the audit filing cabinet.
- F. If the form is not returned within three working days, the Campus Services Administrator will call the e-ticket requestor notifying him/her that the form has not been returned.

Adopted: 03-24-2017