

Administrative Procedure 127 **PROTOCOL FOR ACCESS TO ECACS SYSTEMS**

In order to provide new employees hired by the school division access to the schools system, their email and the SRB web portal to access pay cheques, track leave, update personal information, etc. the following protocol needs to be followed:

Protocol

1. Once the new employee is hired, the school divisions Human Resources department at Central Office will receive the necessary information and enter it into Atrieve and an Employee number and staffing notification is created.
2. The Human Resources department will then forward the staffing notification to the IT department providing them with the proper spelling of the new employee's name along with the employee number that has been created.
3. The IT department will then create the new employee's Domain account (Computer Log in) in AD (Active Directory) and enters the Employee ID.
4. The IT department will then create the new employee's email account and setup in the proper School OU (Organizational Unit).
5. The IT department will then email or phone call the new employee to provide them with their domain (computer log in) and email account information along with their new Employee ID. This email or phone call will provide a temporary password for the employee to log in to the school computer and their school email. They will be prompted to change both passwords when they first log in.
6. When an employee has resigned or their contract has ended and will not be renewed they will lose access to their ECACS division email address after 30 days.
7. When an employee has been terminated, they will lose access to their ECACS division email address immediately.
8. When an employee has resigned, their contract has ended or they has been terminated they will retain access to the Atrieve web portal for 6 months to access their pay stubs. It is the employee's responsibility to provide an alternate email address to receive notification that new earnings statements are available on the web portal if they were terminated prior to receiving their final pay. It is also the employee's responsibility to provide Central Office with an updated mailing address for mailing out T4's.
9. Student email accounts are assigned to students as they register with the district. Student email accounts **should not** be used to register for a MyPASS account through PASI. Students of the district will have access to their district email accounts for 3 months after they graduate from high school.

Created: August 2016
Reviewed/Revised: March 2018