

Start this process no later than one week before start date to ensure employee access will be ready by the start date

Start of Process:
Hire Student, Staff, Faculty, Work Scholar

This step is required before all others can begin:
New employee completes Email Account Creation form to receive email account

IT Creates Email Account within 1-2 business days and emails supervisor links to the Systems Account Access form

Hiring Student Employee?
Employee should complete FERPA before this access is requested.
The hiring supervisor will Complete this New Account Access form

Supervisor/ Student Employee Task:
Follow this workflow to configure student computer

Hiring Staff, Adjunct/Faculty, or IH?
Employee should complete FERPA before this access is requested.
The hiring supervisor will complete this New Account Access form

IT will contact employee to configure their computer with access outlined in form

1-2 days after Email Account Creation form is completed, new employee should receive an email with their WarriorWeb account information to complete FERPA Tutorial