

CREATION OF IT ACCOUNTS FOR STAFF

IT accounts for NEW staff should be created before their arrival. Personnel will put in a form for new staff to complete in with their contract, and asking for it to be returned with the signed contract. They will be entered into the HR system (currently OpenDoor but ResourceLink from April) and a staff ID generated. Once that is known, the IT account form will be sent to Learner Support Services Reception who will create an IT account for the new member of staff. After the Username and Password have been generated, that information will be sent to a named contact in the School of the new staff member, along with a separate sheet which will allow you to request additional IT services - such as Netware account, printer access, G and H drives etc.

We have also introduced a new way of dealing with staff accounts for people who are not paid by the University. We have introduced a new definition of 'non-paid associate' (NPA). These are people who have formerly had 'X codes' - such as teachers at franchised sites who need access to Blackboard. Anyone who falls into this category should now complete the NPA form, get it signed by the DEAN of the relevant School and then send it to LSS Reception. You can download the form from the web at http://www.brad.ac.uk/lss/documentation/application-username-non-paid-associate/Application_for_Username_for_NPA.pdf

NPAs will also be added to the HR system to get a staff ID number and then the IT account will be created. They will have real names and email addresses - something some of you have been asking for ages! The data should feed through to SAINT and Blackboard automatically. You will have to get them registered against the modules they are teaching to get them assigned to the correct modules in Blackboard as for any other staff account.

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