Process for Requesting SP Accounts

WCS Teachers who transfer or wish to be added during the school year
1. If a teacher transfers from one WCS school to another WCS school, the SP account cannot be transferred.

2. A SP Account can, however, change ownership from the former teacher is that teacher is leaving the system to the new teacher filling that position.

3. **If the teacher transferred needs a new account:** A “Move User Form” is submitted by the designated person at the new school for moving the user to their school group. *This changes the Active Directory for schools that grants permissions for that school.*

4. The teacher is told they are part of the school group and requests a SharePoint Account through the Webmaster at the new school.

5. The Webmaster at the former school submits a form to delete the old SP account.

**Teachers New to WCS**
1. Principal hires the employee

2. The employee must go through HR orientation and will be handed an employee # on a piece of paper

3. The employee takes that paper with the employee# to the designated person at the school

4. The designated person submits a form with the employee name, phone extension, and employee # through the workorder system

5. An email account is created and the designated person is notified of the user name

6. The designated person informs the employee of the username

7. The employee takes their email account name to the Webmaster

8. The Webmaster submits the appropriate form for the SharePoint account
Tab between cells. Column 2 will not be required at some point. When you send this form as an attachment, put something in the subject line that will let you know which list when I respond that the request is completed.

1 = Add New Teacher  2= Delete Teacher  3 = Change Ownership (New teacher uses former teacher site)  4 = New name, email (married)

<table>
<thead>
<tr>
<th>Request 1,2,3 or 4</th>
<th>Teacher Name</th>
<th>Teacher Email Address</th>
<th>Change to: New Name or New Ownership Teacher Name</th>
<th>Change to: New Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*1 *2 *3 *4</td>
<td>*1 *2 *3</td>
<td>*3 *4</td>
<td>*3 *4</td>
</tr>
</tbody>
</table>