

PTL Onboarding and Account Creation Process

1. Policy/Procedure Statement

This procedure outlines the steps which should be followed to establish RBS PTL accounts.

2. Reason for Policy/Procedure

To ensure PTL are supplied with RBS accounts and printing access in a timely manner.

3. Who should read this policy

RBS Administration involved with the of boarding of PTL

4. The Policy

The PTL office will send OTIS (or the helpdesk) the newly hired PTL list 1-2 weeks prior to the start of each semester (including summer sessions), then weekly or as new faculty are hired regardless of the NETID status. The List will include at least the following fields: NETID, full name, current email, department, and campus.

OTIS will establish domain accounts accordingly as well as assign them to the proper printing groups, granting access to copiers per building as designated for PTL. OTIS will also send an email to the new faculty informing them of their new RBS account information. OTIS will also supply copy of the domain accounts to the PTL department for record keeping which may be included with their documentation or packets.

This procedure will allow PTLs to have access to the copiers and computers the day they come in to process their I9 or first day of class.

PTL (and all new faculty or staff) cannot be added to email distribution lists until their University email account is established (this is an automatic step following their NETID activation). Only university email accounts are permitted on university distribution lists.

Note: OTIS no longer creates email accounts. Email accounts are created during the NETID activation process which is the responsibility of the PTL as well as all new faculty and staff, after their paperwork has been completed and submitted to HR for any new hire.

