

DISTRICT CHARTER IT ACCESS PROCESS

There are varying levels of District Access for Charter employees and the process must be completed for each to receive the access.

For ALL Accesses:

- 1) The Charter employee must have a completed Charter Authorization form.
- 2) The Charter school must input a job into PeopleSoft for the employee.
- 3) Approximately three (3) days after the employee's job is input into PeopleSoft, the employee should call the **IT Service Desk** to get a District **User ID** and **Password**. The User ID and Password will be used to access District systems. The new employee can request any additional accesses at this point. See below for the Access level process.

For Basic District Access:

This access will be available once the employee has received his/her District User ID and Password. Access will include:

- District email (Access is via the District Charter Portal page)
 - PeopleSoft eLearning* (Access is via the District Charter Portal page)
- *This access is only available if the school participates with District Professional Development.

NOTE: For accesses listed below, if more than one access is needed, fill out one request form including all areas needed. Do not fill out a form for each area needed.

For HR/Financials PeopleSoft Access:

- Employees seeking access must submit an eSupport request located in the eSupport Service Catalog under the Accounts and Access/PeopleSoft category.

For SIS Access:

- Employees seeking access must submit an eSupport request located in the eSupport Service Catalog under the Accounts and Access/Student Information System (SIS) category.

APPROVAL OR DENIAL?

Up to four (4) employees at each school may be granted PeopleSoft access. Up to five (5) employees at each school may be granted SIS access. If an additional person needs access, the access will need to be removed from an existing user at the school.

- Information regarding access that has been granted or denied will be sent to the employee's District email inbox. (District Email available from District Charter Portal page.) Once granted, the employee will be able to input into the requested system.
- If approved for PeopleSoft Access (HR/Financials) or for SIS Access, access is via links on the District Charter Portal page.

**ALL Access questions should be directed to the
IT Service Desk at 561-242-4100 (Option 2).**