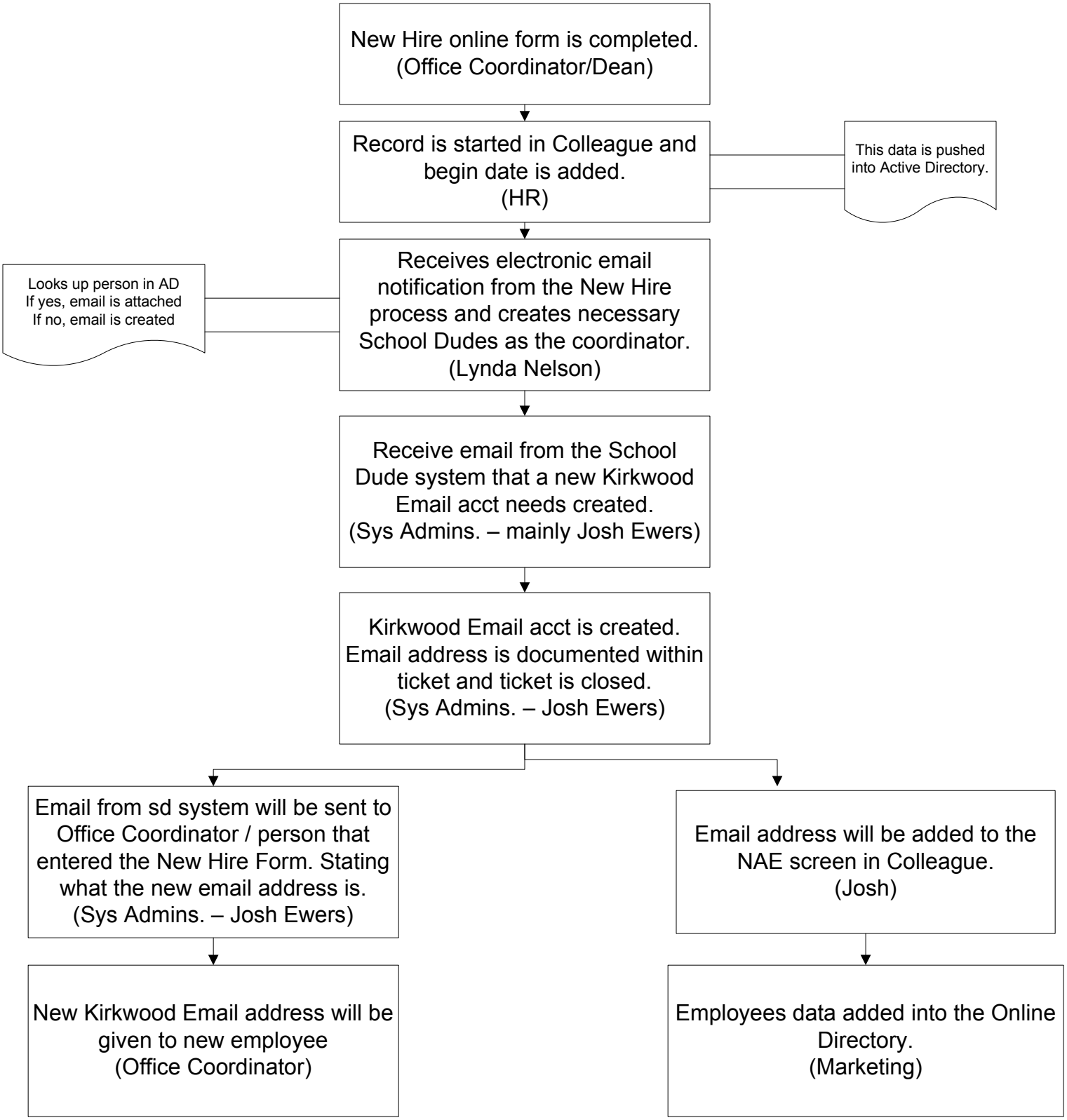
New Hire online form is completed.
(Office Coordinator/Dean)
Record is started in Colleague and begin date is added.
(HR)
This data is pushed into Active Directory.
Receives electronic email notification from the New Hire process and creates necessary School Dudes as the coordinator.
(Lynda Nelson)
Looks up person in AD
If yes, email is attached
If no, email is created
Receive email from the School Dude system that a new Kirkwood Email acct needs created.
(Sys Admins. – mainly Josh Ewers)
Kirkwood Email acct is created. Email address is documented within ticket and ticket is closed.
(Sys Admins. – Josh Ewers)
Email from sd system will be sent to Office Coordinator / person that entered the New Hire Form. Stating what the new email address is.
(Sys Admins. – Josh Ewers)
Email address will be added to the NAE screen in Colleague.
(Josh)
New Kirkwood Email address will be given to new employee
(Office Coordinator)
Employees data added into the Online Directory.
(Marketing)