

## Rensselaer City School District New Employee Checklist

**This form should be completed prior to your first day of work. Please see Michele Gava in the Business Office, then bring this form with you to the IT Dept office.**

### Employee Information

Name:	Hire Date:
Employee #:	Teach ID #:
<input type="checkbox"/> Elementary School <input type="checkbox"/> Jr-Sr High School <input type="checkbox"/> District	Administrator: _____

### Account Information

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Add phone number(s) to Blackboard Connect 5.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Provide RCSD User Account and Email
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Provide WinCap Account (User must see Business Office for applicable permissions)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Provide WinCapWeb Account, send account invite to user
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Enroll fingerprints in Wincap Time and Attendance (Hourly Employees and Substitute Teachers)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Provide QueCentre Account
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Provide SchoolTool Account.
<input type="checkbox"/> None		List any special roles/permissions user should have in SchoolTool (Discipline, Sub Module, Attendance, Clerical, etc.)

### Grouping

<input type="checkbox"/> Assign Employee to the appropriate groups within Active Directory	<input type="checkbox"/> Jr-Sr High School   <input type="checkbox"/> Elementary School <input type="checkbox"/> Special Education   <input type="checkbox"/> Pupil Personnel Services <input type="checkbox"/> Maintenance   <input type="checkbox"/> Business Office
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### ID Badge

<input type="checkbox"/> ID Badge	<input type="checkbox"/> Elementary School   <input type="checkbox"/> Jr-Sr High School <input type="checkbox"/> District
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### Access Codes

<input type="checkbox"/> Employee needs a code to shut the alarm off (Typically Coaches, Maintenance, Administrators)	<input type="checkbox"/> Monday – Friday (0630 – 1600)
<input type="checkbox"/> Employee needs a door access code	<input type="checkbox"/> Monday – Sunday (0630 – 2359)
	<input type="checkbox"/> 24/7

Administrator Signature \_\_\_\_\_

### IT DEPARTMENT USE ONLY

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Collected Signed IT Acceptable Use policy
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