New Faculty Computing Access Outline

1. Business Officer Submits the Outlook Request Form
http://www.uky.edu/IT/CustomerService/docs/AccountCreation/submitrequest.html

- UK IT CSC:
    - Creates the Link Blue Account and UKID if none exists
    - Notifies IRIS Training to add access to IRIS Statement of Responsibility (IRIS SOR)
    - Notifies Business Officer of UKID Number and User ID*

2. Business Officer notifies Faculty member of account details.

3. **Faculty member activates their Link Blue Account.**
Click on this link: **http://www.uky.edu/IT/CustomerService/docs/account_activation/**

4. Business Officer Completes the SPECIAL Campus Directory Update Form
http://www.uky.edu/IT/CustomerService/protected/FacultyDirectory.php

5. Faculty member's Link Blue Account is now enabled and ready to provide email.

6. IRIS Training Notifies:
- Business Officer/College Approver that the IRIS SOR is available for digital signing
- TASC of need for Blackboard, If Blackboard Access is required.

7. Business Officer notifies Faculty member IRIS SOR is available for digital signing.

8. **Faculty member manually completes the IRIS Statement of Responsibility (SOR)**
Click on this link: **http://www.uky.edu/IRIS/news/irisaccess.html**

9. IRIS Training:
- Contacts College Approver to configure system access and IRIS Training plans;
- Alerts TASC that Faculty Member will need access to Blackboard
- Notifies Business Officer when SAP Access has been Approved
- IRIS Grants Access to Grading Roles (Happens Business nights)

10. Faculty member's access to myUK and Student Grading now available.

11. TASC Contacts Business Officer with Blackboard Training Schedule

12. Business Officer notifies Faculty member of Blackboard requirements.

13. **Faculty member fulfills Blackboard Access Requirements. (Training or Recertification as required)**

14. TASC Confirms Blackboard requirements fulfilled and grants Faculty Access to Blackboard System

15. Faculty member's access to Blackboard now available.

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* If Business Officer has completed a PA40 Action for the new hire, they may receive an account creation notification from the Automatic and manual account creation processes.