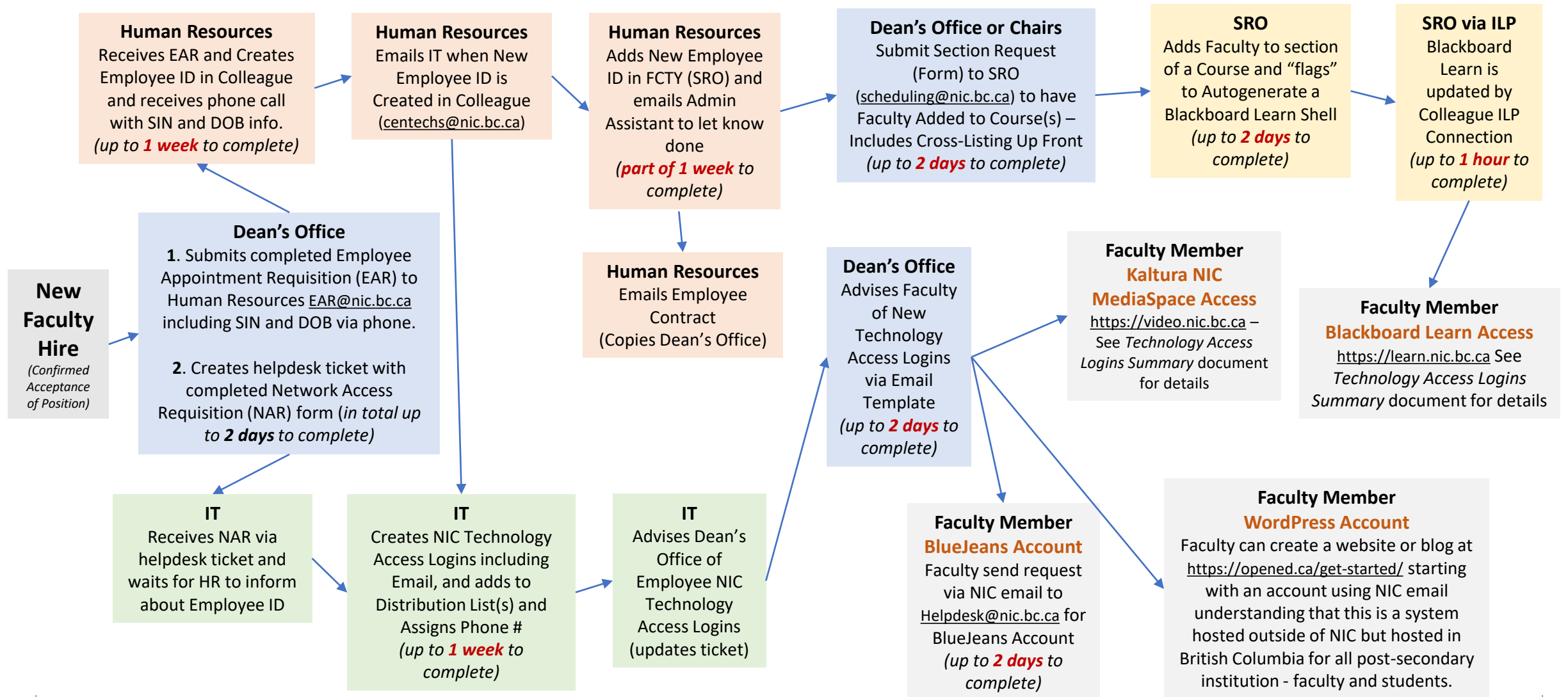![North Island College - NIC logo]

From Hire to Teaching and Learning Technology Access: Flowchart for a New Faculty Employee

(Not Applicable to Continuing Education Employees – **November 15, 2020** Version)

Human Resources
Receives EAR and Creates Employee ID in Colleague and receives phone call with SIN and DOB info.
(up to 1 week to complete)

Human Resources
Emails IT when New Employee ID is Created in Colleague (centechs@nic.bc.ca)

Human Resources
Adds New Employee ID in FCTY (SRO) and emails Admin Assistant to let know done
(part of 1 week to complete)

Dean's Office or Chairs
Submit Section Request (Form) to SRO (scheduling@nic.bc.ca) to have Faculty Added to Course(s) – Includes Cross-Listing Up Front
(up to 2 days to complete)

SRO
Adds Faculty to section of a Course and "flags" to Autogenerate a Blackboard Learn Shell
(up to 2 days to complete)

SRO via ILP
Blackboard Learn is updated by Colleague ILP Connection
(up to 1 hour to complete)

New Faculty Hire
(Confirmed Acceptance of Position)

Dean's Office
1. Submits completed Employee Appointment Requisition (EAR) to Human Resources EAR@nic.bc.ca including SIN and DOB via phone.

2. Creates helpdesk ticket with completed Network Access Requisition (NAR) form (*in total up to 2 days to complete*)

Human Resources
Emails Employee Contract (Copies Dean's Office)

Dean's Office
Advises Faculty of New Technology Access Logins via Email Template
(up to 2 days to complete)

Faculty Member
Kaltura NIC MediaSpace Access
https://video.nic.bc.ca – See *Technology Access Logins Summary* document for details

Faculty Member
Blackboard Learn Access
https://learn.nic.bc.ca See *Technology Access Logins Summary* document for details

IT
Receives NAR via helpdesk ticket and waits for HR to inform about Employee ID

IT
Creates NIC Technology Access Logins including Email, and adds to Distribution List(s) and Assigns Phone #
(up to 1 week to complete)

IT
Advises Dean's Office of Employee NIC Technology Access Logins (updates ticket)

Faculty Member
BlueJeans Account
Faculty send request via NIC email to Helpdesk@nic.bc.ca for BlueJeans Account
(up to 2 days to complete)

Faculty Member
WordPress Account
Faculty can create a website or blog at https://opened.ca/get-started/ starting with an account using NIC email understanding that this is a system hosted outside of NIC but hosted in British Columbia for all post-secondary institution - faculty and students.

Start

End

Approximate Processing Timeframe: 14 - 18 Days