

 INSTITUTIONAL PROCEDURE	APPROVED BY: xxx, President	EFFECTIVE DATE: 05.01.2016 REVISION DATE:
	SUBJECT: On-boarding of Student Aide Procedure	

1. Once the paperwork has been signed, approved and submitted to Human Resources office, the department head will submit a HelpDesk ticket to MIS with the following information:

TO: Help.desk@morton.edu

Subject: New Hire: Student Aide

In the Body of the email must include the following:

- Student aide's name
 - Student aide's ID number
 - Department
 - Supervisor's name
 - Supervisor's extension
 - Network access (does the student aide need access to department folders?
If so, which folders, etc.?)
 - Start date
2. MIS will set up student with user ID and network access as well as email account
 3. Once set-up is complete, MIS will update the HelpDesk ticket and send it back to department head notifying them that the set-up has been completed
**For security reasons, the MIS Department will not include the newly activated user ID or temporary password in the HelpDesk ticket nor will they provide this information to the aide's supervisor. MIS will release ID and password information only to the student aide and the student aide will need to show his/her photo id before MIS will release their information.*
 4. Department head will instruct student aide to visit MIS with photo ID for login information
 5. Department head will fill out a Morton College Campus Police Access Control Card Request Form (if applicable) and visit Financial Aid Office for signature as well
 6. MIS will provide login information once student aide presents photo ID
 7. Student Aide will visit Campus Police with the Access Control Card Request Form completed in order to take photo and get a key card (if applicable)
 8. HR will conduct orientation
 9. Department head will go over expectations and train student aide on job duties