

New Faculty/Staff Member Process

When a new faculty or staff member (permanent or temporary) joins the Purdue community, a process must be initiated as soon as possible prior to their arrival to ensure the timely creation of a Purdue Career Account and configuration of many services @ Purdue including email, mailing lists, online directories, computer workstations, computer labs, Human Resources and Payroll systems, etc. The Purdue Career Account enables access to IT Resources @ Purdue University.

There are generally four types of new people, each of which has a slightly different process. Please select the type of new person you need to assist:

1. [New faculty/staff not yet on campus, but will eventually reside on campus \(non-student\)](#)
2. [New faculty/staff who are already on campus \(non-student\)](#)
3. [New faculty/staff who will not be coming to campus \(non-student\)](#)
4. [New graduate students](#)
5. [What information does EdIT need to get new people started?](#)

The Purdue **Request For Privileges Form** can be found here: <http://www.purdue.edu/bscompt/pdf/e-access1.pdf>

-
1. **New faculty/staff not yet on campus, but will eventually reside on campus (non-student)**
 1. A "**Request for Privileges**" (RFP) Form must be completed to create a Purdue Career Account. A Career Account is required for access to Purdue IT resources including Email, Workstations, Blackboard, Teacher Workstations in lecture halls, Computer Labs, etc.
 1. **See the COE Business Office to complete a Request For Privileges Form as soon as a new person is hired.**
 2. The departmental faculty/staff member (typically the department head or departmental head secretary) who initiated the RFP should look for the appearance of the Career Account here: <http://www.itap.purdue.edu/directory> (new accounts usually appear in 1-3 days after submitting a "**Request for Privileges**" Form).
 3. When the new Purdue Career Account is created:
 1. The departmental faculty/staff member who initiated the RFP on behalf of the new person should contact EdIT for further help, providing the career account ID or URL to online directory information.
 4. EdIT can:
 1. Initialize & give initial *temporary password* to the new person or the departmental faculty/staff member who initiated the RFP on behalf of the new person. The departmental faculty/staff member can give a *temporary*

password to the new person to **change immediately** using this web page: <https://www.purdue.edu/apps/account>

2. Request an Exchange email account for faculty/staff who will be coming to campus.

[\[Back to top\]](#)

2. **New faculty/staff who are already on campus (non-student)**

1. A "**Request for Privileges**" (RFP) Form must be completed to create a Purdue Career Account. A Career Account is required for access to Purdue IT resources including Email, Workstations, Blackboard, Teacher Workstations in lecture halls, Computer Labs, etc.
 1. **See the COE Business Office to complete a Request For Privileges Form as soon as a new person is hired.**
2. The departmental faculty/staff member (typically department head or departmental head secretary) who initiated the RFP should look for the appearance of the Career Account here: <http://www.itap.purdue.edu/directory> (new accounts usually appear in 1-3 days after submitting a "**Request for Privileges**" Form).
3. When the new Purdue Career Account is created:
 1. The new person should get an ID card.
 2. The new person should go to an ITaP lab and swipe card to initialize their password.
 3. The new person or a secretary should contact EdIT for help.
4. EdIT can:
 1. Request Exchange email account for faculty/staff.

[\[Back to top\]](#)

3. **New faculty/staff who will not be coming to campus (non-student)**

1. A "**Request for Privileges**" (RFP) Form must be completed to create a Purdue Career Account. A Career Account is required for access to Purdue IT resources including Email, Workstations, Blackboard, Teacher Workstations in lecture halls, Computer Labs, etc.
 1. **See the COE Business Office to complete a Request For Privileges Form as soon as a new person is hired.**
2. The departmental faculty/staff member (typically department head or departmental head secretary) who initiated the RFP should look for the appearance of the Career Account here: <http://www.itap.purdue.edu/directory> (new accounts usually appear in 1-3 days after submitting a "**Request for Privileges**" Form).
3. When the new Purdue Career Account is created:

1. The departmental faculty/staff member who initiated the RFP on behalf of the new person should contact EdIT for further help, providing the career account ID or URL to online directory information.
4. EdIT can:
 1. Initialize & give initial *temporary password* to the new person or departmental faculty/staff member who initiated the RFP on behalf of the new person. The departmental faculty/staff member can give a *temporary password* to the new person to **change immediately using this web page**: <https://www.purdue.edu/apps/account>
 2. Configure Mailhome email account to work properly if requested, though email may not be needed if this is a remote Blackboard user only.

[\[Back to top\]](#)

4. **New graduate students (this does not apply to undergraduate students)**
 1. A "**Request for Privileges**" (RFP) Form must be completed to create a Purdue Career Account. A Career Account is required for access to Purdue IT resources including Email, Workstations, Blackboard, Teacher Workstations in lecture halls, Computer Labs, etc.
 1. **See the COE Business Office to complete a Request For Privileges Form as soon as a new person is hired.**
 2. The departmental faculty/staff member (typically department head or departmental head secretary) who initiated the RFP should look for the appearance of the Career Account here: <http://www.itap.purdue.edu/directory> (new accounts usually appear in 1-3 days after submitting a "**Request for Privileges**" Form).
 3. When the new Purdue Career Account is created:
 1. Student must get an ID card.
 2. Student must go to an ITaP lab and swipe card to initialize their password.
 3. Student will use a Purdue Mailhome email account unless a request is made to EdIT for an Exchange email account.
 4. EdIT is prohibited by the University from accessing or modifying student accounts in any way. EdIT staff members are not proxies for undergraduate or graduate students.

[\[Back to top\]](#)

5. What information does EdIT need to get new people started?

1. There are several things that the Education IT team needs to know IN ADVANCE of the arrival of a new person to enable us to configure IT resources in a timely way.

Please provide all of the following to EdIT@Purdue.edu (click for an email template):

1. **Full Name**
2. **Title**
3. **Career Account ID** (submit a ["Request for Privileges" Form](#) to the Business Office)
4. **Email Address**
5. **Department**
6. **Program Area or Office**
7. **Building**
8. **Room Number**
9. **Phone Number**
10. **Fax Number**
11. **Start Date**
12. **Duration** of employment or affiliation
13. **Amount of start-up money** for Information Technology and IT related projects (give details if possible)
14. (Digital photo if available)

[\[Back to top\]](#)

Notes:

- A Career Account and Email Address is created by submitting a *Request For Privileges Form* to the Business Office immediately after a new person is hired.
- New people affected by these procedures include: faculty, staff, visiting instructors, remote faculty/staff, Blackboard users, University supervisors, graduate students.
- Undergraduate students receive new Career Account instructions directly from the University. Education IT has no access to student accounts.
- If graduate or undergraduate students need assistance with resetting a forgotten password, they should contact the central ITaP group directly: ITaP@Purdue.edu
- Purdue ID cards enable access to physical resources such as Purdue Libraries. For more information about Purdue ID Cards see: <http://www.purdue.edu/card/>.