

Procedure for Hiring a Student Aide

Whenever a department head hires a student aide, their first visit should be to the Financial Aid Department.

Financial Aid handles all aspects of the student aide hiring process even if the aide is not eligible for Federal Work Study (FWS).

Once the paperwork has been signed, approved and submitted to Financial Aid, a HelpDesk ticket should be submitted by the hiring department that includes the following:

- Student aide's name
- Student aide's ID Number
- Department
- Supervisor's name
- Supervisor's extension
- Network access (Do they need access to department folders? If so, which folders, etc.?)

Upon receipt of the HelpDesk ticket, the MIS Department will begin setting up the aide's user ID, network access and e-mail account.

When the process has been completed, the ticket creator will receive an updated HelpDesk ticket that includes a statement that the aide has been granted access to the appropriate systems and instructions to visit the MIS area for login training, etc.

For security reasons, the MIS Department will not include the newly activated user ID or temporary password in the HelpDesk ticket nor will we provide this information to the aide's supervisor.

We will release ID and password information only to the student aide and only if the aide provides a photo ID.

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