

This guide covers the account creation process for faculty, staff, and student worker accounts.

ACCOUNT CREATION PROCESS

Accounts for new or returning employees will be generated automatically once a contract is entered into GullNet by HR.

- for new faculty and staff accounts, Acceptable Use Policy and Policy Receipt Acknowledgement MUST be completed in GullNet prior to getting the full GullNet menu.

NEW EMPLOYEES (STAFF AND FACULTY):

- GullNet account will automatically be generated when contract is entered into GullNet by Human Resources
- an email will be sent to supervisor for staff or administrative assistant for faculty with login credentials
- account will only have access to complete the security agreements
 - acceptable use policy
 - Policy Receipt Acknowledgement.

RETURNING CONTINGENT FACULTY:

- if returning within the 9 month grace period
 - email and network access already active
 - GullNet account re-enabled
 - email sent to faculty member stating GullNet access re-enabled
- if returning after the 9 month grace period
 - will be handled like a new employee

RETURNING CONTINGENT STAFF:

- will be handled like a new employee

STUDENT WORKERS:

- student workers will no longer get "staff" type accounts
- if your student worker needs special access please email PSSecurity@salisbury.edu for the procedure

Contingent Faculty are given 9 months continued access of their network and email accounts after their contract has expired. If you know that a faculty member is definitely NOT coming back, please email PSSecurity@salisbury.edu and let us know.

If you have any questions, please email PSSecurity@salisbury.edu and we will be glad to clarify any of these procedures. Please feel free to share this information with anyone not included on this message.

Thank you for your continued patience as we attempt to streamline the account process in order to accommodate the needs of our employees while staying in the lines of audit requirements.