

Contractor Accounts Workflow

1. The Requestor/Supervisor will need to complete the Account Request Survey notating 'Contractor/Vendor' as type of account

<https://web.spcollege.edu/survey/13887>

12 Building:

13 Room:

14 Is this user: out survey:

A New Employee (or First-Time Student Worker)

Returning Employee (or Rehired Student Worker)

Employee Transferring to Another Department

A Current Employee w/ Additional Job Record

A Contractor or Vendor

15 Additional Information or Questions:

If you have comments about this form or questions regarding how to complete this form, please contact the Technical Support Desk at accountrequest@spcollege.edu or call 727-791-2795.

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Question 15: Must mention the accesses and permissions necessary for contractor to perform duties, including **Remote Access Request** for remote work, Shared Folders, PeopleSoft HR, PeopleSoft Student, PeopleSoft Financials, Telephone number request, if will they need an SPC Issued Laptop

<https://web.spcollege.edu/survey/18017>

*Contractors will receive only the most basic accesses and will not be able to 'work from home' if special accesses are not requested.

*If requests are not included on the form, please send separately in email to **AccountRequest@spcollege.edu**

2. Contractor must complete Confidentiality Form and submit to the Requestor/Supervisor. Requestor/Supervisor must submit completed form TO: AccountRequest@spcollege.edu and SPCPeopleSoftSecurity@spcollege.edu (see end of document for form)

*In the email submitting the Confidentiality Form, Requestor/Supervisor must outline the agreement that is being made for the account. How long will the contractor be active for? Which supervisor/person should we expect to receive requests for account extensions and password resets?

3. Requestor/Supervisor must submit a PeopleSoft Access Request if necessary for contractor to perform duties – Link found in Supervisor's MYSPC

(MUST wait until receiving the Account Request Confirmation Letter after account has been created)

4. AccountRequest creates the Account
(Account is enrolled into MFA at this point)

5. Access Requests are submitted to respective departments

6. Confirmation Letter is sent out to Requestor/Supervisor outlining the procedure for Password Resets and extending Accounts after expiration

-----Passwords follow a generic convention for All Contractor Accounts-----

- Passwords Expire every 60 Days – Requestor/Supervisor or authorized person must email AccountRequest@spcollege.edu to reset password
- Accounts Expire every 3 or 6 Months – Requestor/Supervisor or authorized person must email AccountRequest@spcollege.edu to have account reactivated after expiration or extended to avoid expiration

****Users Will Not Be Able To Change or Reset Their Own Passwords. They cannot call into the Help Desk to have their passwords reset or to enable the account themselves****

ST. PETERSBURG COLLEGE
Protection of Information and ACCESS Agreement

Information contained in the Financial, Human Resources/Payroll, and Student System databases and files (whether electronic or hard copy) may only be used, released or shared by authorized personnel in accordance with College procedures. Access to this information is given on a need-to-know basis only. You are being (or may be) given specified access because your Supervisor has determined that you will need this information in order to perform the duties of your position. It is your responsibility to treat this information as confidential and, as such, the information is not to be discussed with or disseminated to others, either within or outside the College unless authorized.

It also is your responsibility to report any student, or someone on behalf of a student, who approaches you directly or indirectly seeking an unauthorized grade change or an undocumented (without proper paperwork) change on the student's records.

Failure to use this information as described or to promptly report unauthorized requests or changes to this information is cause for disciplinary action up to and including termination of employment.

I have read, understand and agree to comply with this Protection of Information statement.

Signature	Printed Name	Date