Access Process for New Faculty Hires

This document explains the process that relate to new faculty hires and how they receive access in PeopleSoft, CougarNet, and Blackboard, our three most critical systems.

Summary:

1. Department decides to hire the new faculty
2. Relevant information is collected by the department, packaged and sent to the Provost office
3. Provost office will determine issues of funding and budget with hiring department/college (2-4 weeks)
4. An offer letter is generated for acceptance
5. Hiring Department enter POI for "Future Faculty"
6. HR approves POI and assigns MyUH #
7. Automated Processes create accounts for Cougarnet
8. Departmental Business Administrator enters course information for Faculty Center access
9. New Faculty requests BlackBoard Sections
10. Students are added to Blackboard sections before the first class
11. Day 12 all sections have BlackBoard shell created for DR purposes

POI Process – myUH Account Creation:

Upon acceptance of the offer letter, the department will fill out the PeopleSoft form for Person of Interest (POI) so that the new faculty member receives a myUH number.

Department Business Administrators (DBAs) will search for new faculty by entering last name, first name, and date of birth. If the new faculty is not found, an Add button will appear.

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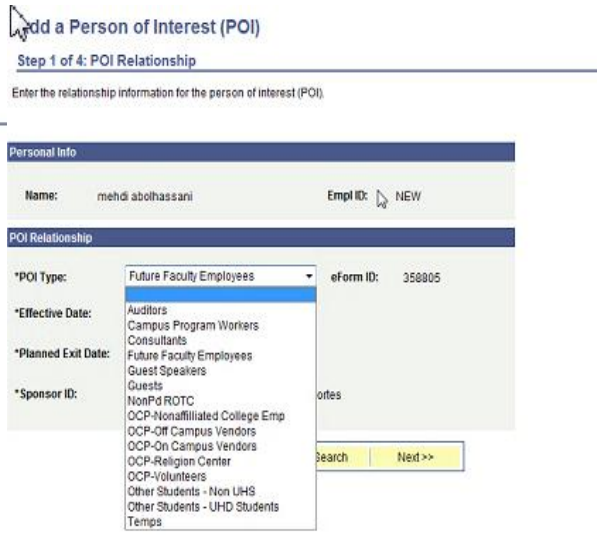
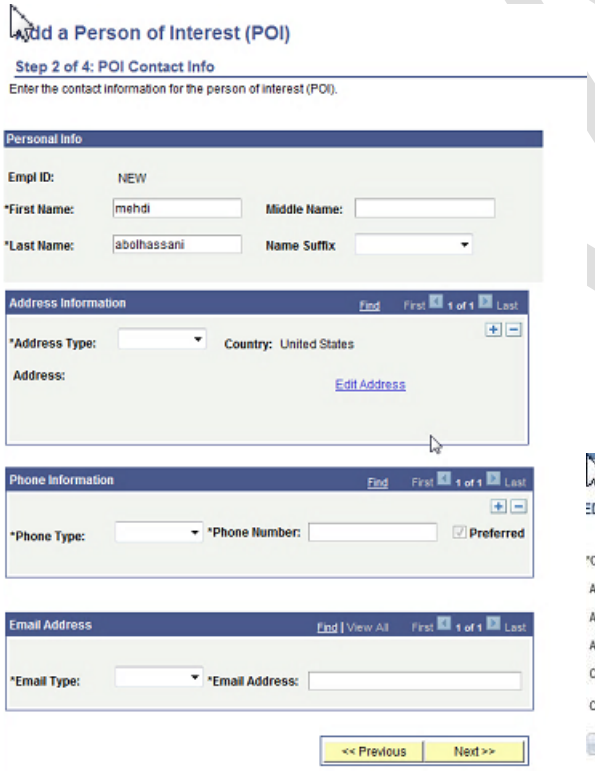
The Departmental Business Administrator (DBA) will fill out all relevant information for the new faculty hire. The pull down menu shows all the options for the type of POI. The DBA must select the Future Faculty Employees option in order for the CougarNet account to be created automatically.



The DBA will continue to fill out the rest of the POI screen.



Once the POI is completed, HR will approve the POI which leads to the creation of the unique myUH number. The DBA then proceeds to tie the Course and Section to the new hire faculty's myUH number.

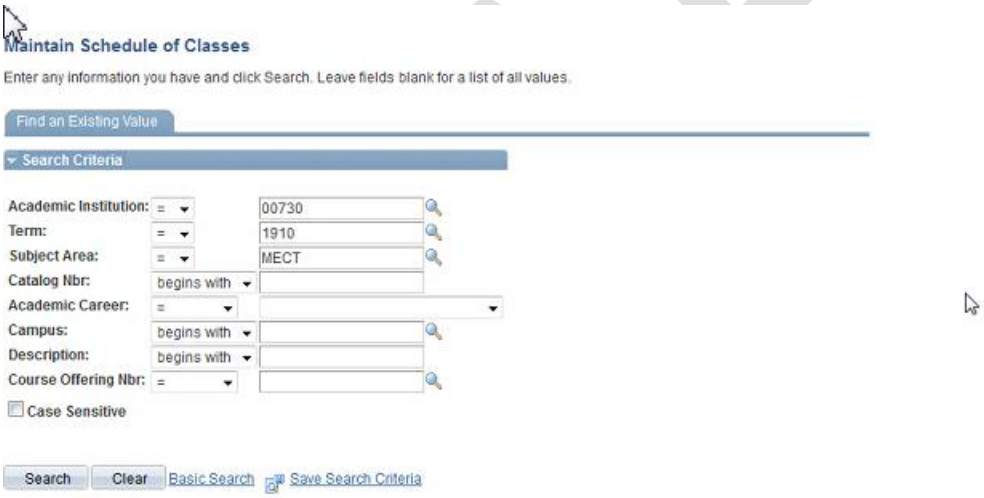
CougarNet Account Creation:

The Remedy system receives a daily feed of all UHS faculty and staff, as well as previous semester, current semester, and future semester UH students. The system also receives all POIs and uses this information to create the CougarNet account.

If the POI is a Future Faculty (as indicated on the POI form) then the CougarNet and Exchange account is created automatically. An email is sent to the customer with the account information the same night that the POI information is received. (Attachment 1)

Faculty Center Access:

Below is the search screen for Maintain Schedule of Classes. The DBA searches for the Course and Section that needs to be tied to the faculty member.

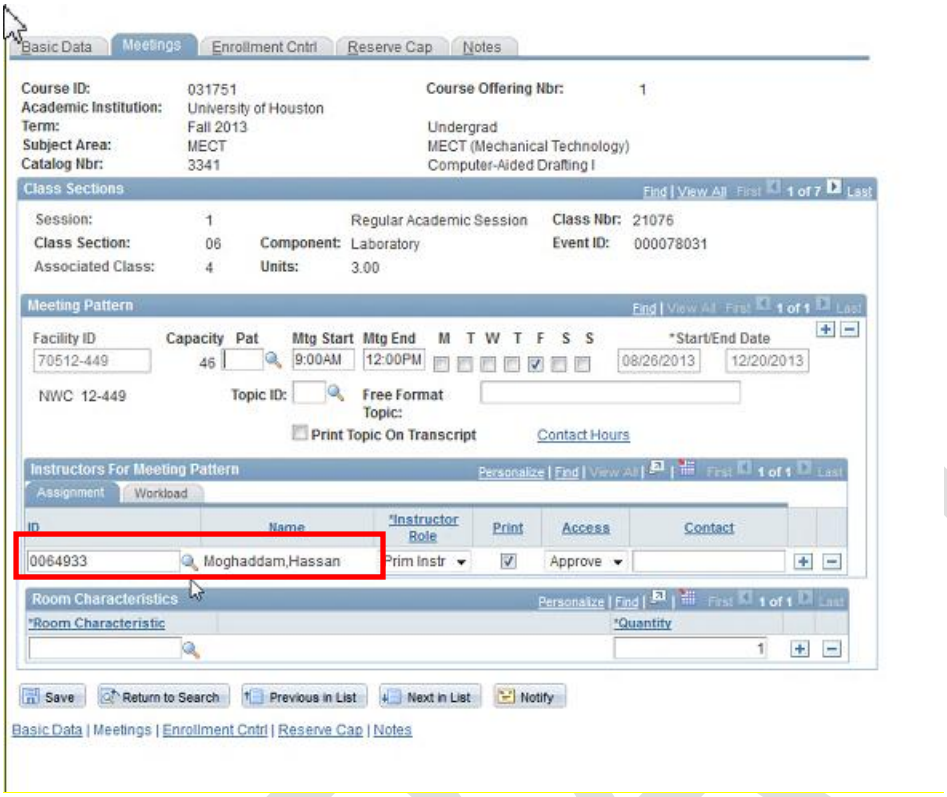


Search Results

View All — First 1-37 of 37 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Course ID	Description	Course Offering Nbr
00730	1910	MECT	1330	Undergrad	UH	045425	Engineering Graphics	1
00730	1910	MECT	1364	Undergrad	UH	031717	Materials & Processes	1
00730	1910	MECT	2354	Undergrad	UH	031725	Introduction To Mechanics	1
00730	1910	MECT	3118	Undergrad	UH	031731	Fluid Mechanic Application Lab	1
00730	1910	MECT	3155	Undergrad	UH	031734	Strength Materials Lab	1
00730	1910	MECT	3318	Undergrad	UH	031743	Fluid Mechanics Applications	1
00730	1910	MECT	3331	Undergrad	UH	031746	Applied Thermodynamics	1
00730	1910	MECT	3341	Undergrad	UH	031751	Computer-Aided Drafting I	1
00730	1910	MECT	3342	Undergrad	UH	031754	Elements of Plant Design	1
00730	1910	MECT	3355	Undergrad	UH	031758	Strength of Materials	1
00730	1910	MECT	3358	Undergrad	UH	031762	Dynamics of Mechanisms	1
00730	1910	MECT	3360	Undergrad	UH	031766	Auto Manufacturing Sys	1
00730	1910	MECT	3365	Undergrad	UH	031774	Computer-Aided Design I	1
00730	1910	MECT	3367	Undergrad	UH	031777	Quality Control Technology	1
00730	1910	MECT	3399	Undergrad	UH	047412	Senior Honors Thesis	1
00730	1910	MECT	4172	Undergrad	UH	031783	Materials Tech Lab	1
00730	1910	MECT	4188	Undergrad	UH	046906	Ethics in Engineering Tech	1
00730	1910	MECT	4198	Undergrad	UH	031791	Independent Study	1
00730	1910	MECT	4275	Undergrad	UH	031796	Senior Design Project I	1

The DBA will pull up the specific course and section and add the new faculty myUH number on the second tab entitled Meetings, see 0064933 below:



At this point, the new faculty member now has access to Faculty Center and is able to view class rosters and other information about their courses and sections. The fact that the faculty has been binded to the course and section is not automatically fed to the Blackboard system.

Blackboard Account Creation:

The new faculty member must take action and request that he/she wants to put the course and section into Blackboard and make the request through https://crs.uh.edu/login/login.php. (How the new faculty member is informed to do this is not clear.) He/She must indicate whether the sections need to be combined or a template needs to be created, etc so that the course is created according to the faculty's preference. For further information, refer to http://www.uh.edu/blackboard/faculty/faculty_start_of_semester.html.

At the time the course is created, the faculty member will be loaded into Blackboard with appropriate permissions. The new faculty will receive notification from the UH Blackboard team when the courses and sections have been created in Blackboard.

Student roster is loaded to Blackboard section just before the start of the semester. Blackboard sections will automatically be visible to students. If the faculty wish to hide content they must actively select options to hide content or deny access.

On the 12th day of class all course sections that do already have a Blackboard site will have one added for Disaster Recovery purposes.

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Attachment 1

Sample email received for CougarNet account creation:

Dear $First_Name$,

Welcome to the University of Houston.

You received this message because our records indicate that you are a new employee at the University of Houston and do not have a CougarNet account. If this is accurate, then please read the information below. If this is not the case, please contact the University Information Technology (UIT) Support Center at 713-743-1411, or reply to this email.

To help you get started at UH, a CougarNet computer account has been set up for your use. You need a CougarNet account to gain access to many UH computer resources on and off-campus. You've also been provided with a UH Email Alias, which is explained later in this message.

TO ACTIVATE YOUR ACCOUNT

Your CougarNet user name/userid is $Userid$. Please go to the Computer Account Management (CAM) http://www.uh.edu/password site to reset or change your password (you'll need to know your myUH ID in order to use the CAM site.) If you don't know your myUHID, please call 713-743-1411, or chat with UIT support staff at http://www.uh.edu/infotech/livechat to obtain it.

STANDARDS FOR CHANGING YOUR PASSWORD

The CougarNet system requires you to use strong passwords, which must be at least eight characters in length and must have at least one of each of the following:

1) Alphabetic (a-z, A-Z)
2) Numeric (0-9)
3) Special Character - For example: ! # % * @) ^

NOTE: CougarNet passwords are case-sensitive and cannot contain your UserID, First, Middle, or Last Name as part of the password.

For more information on using your CougarNet account, check out www.uh.edu/infotech/help, or UH's Get Help website at www.uh.edu/get-help. If you require assistance, you can contact the IT Support Center at 713-743-1411, or chat with a support staff member at http://www.uh.edu/infotech/livechat .

YOUR EMAIL ACCOUNT

You have also received a UH Exchange email account. Your email address for this account is $UserID$@Central.uh.edu. To access your UH Exchange email account as well as other UH services, go to http://accessuh.uh.edu and use your CougarNet account userid and password. Once you enter AccessUH, click the Email (Exchange) icon to view your messages.

UH EMAIL ALIAS

As an employee at the University of Houston, UIT provides you with a UH Email Alias. UH Email Alias is a pointer that redirects your message to an account that you designate. Currently, you have the following:

UH Email Alias: $UHAlias$
Destination: $Destination$

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Whenever someone sends you a message to $UHAlias$, it will be delivered to your email account $Destination$ (Destination address). To learn more about this as well as how to change the Destination address, please visit http://www.uh.edu/infotech/php/template.php?email_id=7 .

For more information on using CougarNet, locations of computer labs on campus, information on computer-related topics, and much more, check out www.uh.edu/infotech/help or UH's Get Help website at www.uh.edu/get-help . If you need help, you can contact the IT Support Center at (713) 743-1411 or www.uh.edu/livechat .

IT Support Center
University of Houston Information Technology
(713) 743-1411
http://www.uh.edu/livechat
http://www.uh.edu/infotech/support-cases

You are receiving this message because our records indicate that you are a new student at the University of Houston and did not have a CougarNet account. If this is not the case, please contact us at (713) 743-1411 or reply to this e-mail.

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Attachment 2

Sample of confirmation email message the faculty receives upon requesting course creation:

-----Original Message-----
From: blackboard@uh.edu [mailto:blackboard@uh.edu]
Sent: Wednesday, August 07, 2013 4:27 PM
To:
Subject: UH Learn Course Request Confirmation

Your request for the use of UH Blackboard Learn has been received with the following information:

Your request ticket number: 69557
Instructor First Name:
Instructor Last Name:
Course Number: CIVE6320
Course(s) Requested: CIVE6320 25584
Semester: Fall 2013
Copy Course from: CIVE6320 23243 Fall 2011

Requests will be verified and created as quickly as possible, usually within 1-2 working days. Requests are processed in the order received and verified. You will be notified by email as the processing progresses. Please configure your email filters to accept email from blackboard@uh.edu.

If your course is a copy of a previous course, it will be your responsibility to check that the course material and quizzes copied successfully. Any problems should be reported to blackboard@uh.edu as soon as possible.

To learn more about Blackboard Learn, you can attend an on-campus workshop or work individually with an Instructional Designer. For more information, see http://etuo.uh.edu/apps/workshops/workshopcalendar.cfm or call 713 743-1475 option 2 or email blackboard@uh.edu.

If there are other people who will help you add material or manage students and grade assignments, please go to https://crsweb.uh.edu/crs/login/login.php and select the Add TA/Instructor option at the top of the page. You will need the following information for each person:

Full Name
PeopleSoft ID
Course Number and Section Number
Will the person add materials or help design your Blackboard Learn course?
Will the person assist you in managing the students and grades?

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If you have any questions, or you need to update the course or section information, please send email to blackboard@uh.edu, or call 713-743-1475, Monday-Friday, 8 am to 5 pm.

UH Blackboard
713-743-1475
blackboard@uh.edu

Sample email message faculty receives upon completion of course creation:

On 8/6/13 8:51 AM, "blackboard@uh.edu" <blackboard@uh.edu> wrote:

Your PEP6301 19177 will be available on UH Blackboard Learn in 2-3 hours. If this is the first time you are using Blackboard Learn, please read the instructions below carefully. If you have requested the use of Blackboard for additional courses, you will receive a separate email for each one when they are ready.

To access your Blackboard Learn course(s),
1) Go to http://www.uh.edu/blackboard and click on the white Blackboard Learn button
2) Or go to AccessUH at https://accessuh.uh.edu.
3) Enter your CougarNet ID and password as your User Name and your password.

Once you are logged on, you will see your course(s) on the "Course List" module on the Courses page.

You will be required to change your CougarNet password every 90 days.

Registered students will be loaded into your Blackboard Learn course from the PeopleSoft student registration system. For students to see the course once they have been loaded, you must make it available to them by going to the course Control Panel - Customization - Properties - Availability. Select Yes and click Submit.

If your course is a copy of a previous course, it is your responsibility to updates dates, and check that the course material and quizzes copied successfully. You may need to correct problems, possibly including re-ordering quiz questions and learning modules. Any problems should be reported to blackboard@uh.edu as soon as possible.

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Instructional designers will be glad to work with you to check and correct problems.

To learn more about Blackboard Learn, you can attend an on-campus workshop or work individually with an instructional designer. For more information, see the Faculty Development and Instructional Support web site at http://www.uh.edu/fdis or call 713 743-1475 option 2 or email blackboard@uh.edu.

If you have any questions, or you need to update course or section information, please send email to blackboard@uh.edu, or call 713-743-1475, Monday-Friday, 8 am to 5 pm.

UH Blackboard Team
713-743-1475
blackboard@uh.edu

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