Adding new employees to STARS2, the VPN (if applicable) and the Answer Place

OEPA Employee

- New hire

ITS

- Receives employee information from Employee Services
- Creates employee ID
- Creates STARS2 account with “General User” role
- Notifies STARS2 user that the STARS2 account is ready, but “general user” only
- Notifies DAPC DAM1 with new user account information

DAPC

- DAM1/DO supervisor assigns additional STARS2 roles if needed
- DAM1 notifies PIDM manager of new STARS2 user
- PIDM manager imports employee user information into the Answer Place
- PIDM manager notifies employee of STARS2 and Answer Place access

Local Air Agency Employee

- New hire
- LAA supervisor completes “NEW LAA EMPLOYEE STARS2 ACCESS FORM” and sends it to ITS (Louwana Tortora)

ITS

- Receives employee information from LAA supervisor
- Creates employee ID
- Creates STARS2 account with “General User” role
- Notifies STARS2 user that the STARS2 account is ready, but “general user” only
- Notifies DAPC NA2 and DAPC DAM1 with new user account information

DAPC

- DAM1/LAA supervisor assigns additional STARS2 roles if needed
- DAM1 notifies PIDM manager of new STARS2 user
- NA2 adds user to F5 VPN
- PIDM manager imports employee user information into the Answer Place
- PIDM manager notifies employee of STARS2 and Answer Place access