SUBJECT:	**UMRA and Network Access**			**HR-17**
TO:	All Administrators and Supervisors			
DATE:	January 29, 2021			
PREPARED BY:	Jake Hansen, HR Analyst Monica Garland, Personnel Specialist	**DEPARTMENT:**	Human Resource Services	
REVIEWED BY:	Jay Elmquist, K-12 Project Manager	**APPROVED:**	Cancy McArn, Chief Human Resource Officer	

With continued efforts to enhance processes and systems through integration and automations, please note the following updates to the network access process. These enhancements are intended to support and protect District data that promotes increased focus on student achievement. To this end, employees' District access will now be activated and deactivated through the use of an automated process.

UMRA (User Management Resource Administrator) creates a connection between ESCAPE, Infinite Campus, Outlook and more (Active Directory, GSuite, etc.). This will allow us to automate processes, delegate tasks, and operate more efficiently in regards to employee access.

> Moving forward, emails will be automatically created by UMRA. The Network Access form will still be utilized and so please continue to submit those as needed. Good news, the Network Access form will soon be updated to a digital process. More information on this will be provided in the future.
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