

Administrative Computer System

I'm a new employee at Siena. What is the process for setting up new accounts on the Administrative Computer System?

- ✦ The first step in getting a new employee account set up on the Administrative Computer System is to make sure all paper work has been completed by the Human Resources Office.
- ✦ Only HR can grant approval for new accounts on the Administrative System.
- ✦ Once access has been approved an account should be created within three business days.
- ✦ Login information for this account will be forwarded directly to you or to your immediate supervisor as appropriate.

I am transferring to another office at Siena. How do I get my CARS menu and permissions changed?

- ✦ If you are transferring to another office and you require a different level of CARS access, this change must be approved by the Human Resources Office, just as if you were having a new account created.
- ✦ Once access has been approved, your permissions will be updated within two business days.