INFORMATION TECHNOLOGY SERVICES

M E M O R A N D U M   August 13, 2004
                                                                 DK#414-2004-2005

TO: All Administrative Locations

FROM: Deborah Karcher, Executive Officer
               Information Technology Services

SUBJECT: DISTRICT E-MAIL FOR ALL ADMINISTRATIVE OFFICE STAFF

On June 17, 2002, the District E-mail system for all schools and administrative offices was implemented. Since the implementation, the use of the District E-mail system has become the standard method for communicating for all schools and offices. Memos and directives are sent each day to all staff or departments from all responsible areas within the District's management team. As part of the District E-mail implementation, staff would be notified of important emergency announcements through the use of the District E-mail and closed circuit television.

Currently, all e-mail accounts for school based staff are programmatically created and maintained; **accounts for Administrative office staff (i.e. Human Resources, Procurement, ACCESS Centers, etc.), are dependent on the user requesting an account.** ITS is working on a solution to combine the two different methods, thus eliminating the individual request process.

To ensure that all staff is reached in both daily correspondence and in an emergency situation, **effective immediately e-mail accounts for all administrative staff must be requested.** A web based request system has been developed for users to provide information necessary to create an e-mail account. After the e-mail account is created, ITS will e-mail back to the supervisor or their designee the user account information and password. To keep current with all new staff, this process must be used for all subsequent new hires to administrative departments. Staff who terminate will have their e-mail accounts disabled automatically. The web page link to request an e-mail account is **http://datasecurity.dadeschools.net/**.

Questions related to this process should be directed to Support Services at 305-995-3705(0).