Sacramento City Unified School District

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.
- Please note that employees on a leave of absence will no longer have their district system access. In order to ensure a smooth transition, the 30-day notification that employees must submit, identifying their intent to extend/return, is more important than ever.
- For employees separating from the District, system access will be automatically deactivated the day following their separation.

For questions on the above, please feel free to contact the Human Resource Services Department at (916) 643-9050 or HR@scusd.edu. Thank you.