

To: Supervisor, John <John.Supervisor@yc.edu>

Subject: New Employee Hire/Separation Alert

Dear John,

This is to notify you that **Jane Smith** has been recently assigned as a direct report of yours.

The following information is intended to assist you and Jane in procuring necessary Yavapai College computing services, including web and Banner access. Please share this information with Jane.

Please fill out the [Onboarding Checklist for Supervisors.pdf](#) to ensure Jane receives access to all the resources necessary to perform her job duties. This and other valuable information and tools for supervisors can also be found in the [HR Toolbox](#).

YID: **Y01234567**

Email: jane.smith@yc.edu

Username: **jsmith05**

Password: The system shows that Jane's YC network account was established on 01/01/2022.

If Jane has used her network account previously (as a student or through prior or existing employment at YC), her password may need to be renewed or reset, depending on the password expiration policy set forth for employees and her recollection of her existing password.

Otherwise, if Jane has never logged into the YC network, a temporary password would have been assigned to her account when it was established. The temporary password would be based on her date of birth, using a "YavaMMDDYYYY" convention. (For example, an employee with a birth date of 04/19/1994 would be assigned a temporary password of Yava04191994). If the temporary password is still in effect, Jane would need to use it to log into the network for the first time, whereupon she would be prompted to create and confirm a new password. If however the temporary password has expired since the account's creation, Jane can attempt to recover it by visiting <https://apps.yc.edu/account/recover>.

If Jane needs help accessing her network account for any reason, please contact the Help Desk at Ext. 2168.