



New Staff, Now What?

New Staff Checklist

1. Create Evergreen Account
 - <http://docs.sitka.bclibraries.ca/Sitka/current/html/profiles-create.html>
2. Assign Working Location
 - <http://docs.sitka.bclibraries.ca/Sitka/current/html/profiles-working.html>

Additional steps if new staff is a **Library Administrator**

3. Request Local System Administrator permissions
 - <https://bc.libraries.coop/support/>
 - Choose “I need help with Sitka (Evergreen)”
 - Provide Name & Barcode
4. Sign & submit the Reporter Privacy Waiver
 - <https://bc.libraries.coop/support/sitka/reporter-privacy-waiver/>
 - **Reporter permissions can be granted to any staff account (LSA not required)**
5. Request a Co-op Website account to be added to the Sitka Group Email List
 - <https://bc.libraries.coop/support/>
 - Choose “I need help with Co-op Website”
 - Provide Name & email address

Additional steps required if new staff is a **Library Director**

6. Request Licensing Administrator access to the Co-op Website (if required)
 - <https://bc.libraries.coop/support/>
 - Choose “I need help with Licensing Admin”
 - Provide Name

***Note - Library Director is not always the Licensing Admin**



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Staff Exit Checklist

1. Delete Evergreen Account **OR**
 - <http://docs.sitka.bclibraries.ca/Sitka/current/html/delete-patron-account.html>
2. Edit Permission group & Remove Working Location
 - <http://docs.sitka.bclibraries.ca/Sitka/current/html/profiles-edit.html>
 - <http://docs.sitka.bclibraries.ca/Sitka/current/html/profiles-working.html>

Additional steps if staff is a **Library Administrator or Library Director**

3. Email Co-op Support to Delete or Edit Account
 - <https://bc.libraries.coop/support/>
 - Choose “I need help with Sitka (Evergreen)”
 - Provide Name & Barcode
4. Delete Recurring Reports or Edit email address
 - <http://docs.sitka.bclibraries.ca/Sitka/current/html/edit-report.html>
5. Delete Co-op Web Account
 - <https://bc.libraries.coop/support/>
 - Choose “I need help with Co-op Website”
 - Provide Name & email address