

Data Steward Question & Answers

Why do my new employees say they cannot access our department shares?

All new employee accounts will be created with basic access to your department which includes the basic ability to log into your department computers. A data steward can however, authorize a baseline account “package” that defines what department shares every new employee will have access to with a new account. This package will need to be communicated to the FAST systems administrator team beforehand.

Who do I contact to make changes?

All changes, including the revoking and permitting of access, must be submitted in writing to FAST via interoffice envelope or preferably email at fast@rit.edu. There is also a [form \(create this link\)](#) available on the FAST website that can be faxed to FAST at (585) 475-3870.

What if I am not available to authorize changes?

In the event that you are on vacation or any other event where you are unable to perform work related duties, a secondary department data steward should be appointed. It will be necessary to inform the FAST systems administration team of this secondary data steward in writing or email so we may fulfill their authorized requests.

What do I need to do when an employee leaves?

To ensure that all network share access is revoked when an employee leaves, it will be necessary for their manager to fill out an account modification form located on the FAST website with the “deletion” check box filled and date to terminate faxed to FAST at (585) 475-3870 or sent via interoffice envelope. The completion and delivery of this form is the only way FAST will know when to terminate a users’ account. In the event that immediate action is required in either terminating or revoking user permissions, a data steward may perform an emergency contact to the director of FAST to facilitate the process. Please note that this is for emergency situations and standard permission changes should be handled via the processes outlined above.