

Navigate360: Campus Partner Deboarding

Checklist for deboarding a Campus Partner in Navigate360

Steps	Process	Completed By
<input type="checkbox"/>	<p>User Leaving Position</p> <p>When a user leaves their position, whether they are moving positions/department or leaving the University entirely, they will need to notify Rachel Swatzell (swatzellr@etsu.edu) *at least* two weeks in advance of advisor's last day with the following:</p> <ul style="list-style-type: none"> • User's last day in unit • Will there be another staff member in unit taking on an assigned caseload? 	Campus Partner
<input type="checkbox"/>	<p>Availability</p> <p>User leaving their position will need to adjust their <i>Availability to A Range of Dates</i>, the <i>End Date</i> being their last day in their unit.</p> <p>If someone is taking over a user's caseload, and the new user does not share the same <i>Location</i>, the new user will need to create <i>Availability</i> at the previous user's <i>Location(s)</i> for <i>A Range of Dates</i>, the <i>Start Date</i> being the next business day after the user's last day.</p>	Campus Partner
<input type="checkbox"/>	<p>Notify Students</p> <p>Notify students in the change of contact if needed.</p>	Campus Partner
<input type="checkbox"/>	<p>User's Last Day</p> <p>On end-of-day of the user's last day, Rachel will need to complete the following:</p> <ul style="list-style-type: none"> • Delete user's expired <i>Availabilities</i> • Delete V3 Report <i>Configured Schedules</i> • Remove Care Unit permissions as needed • Reassign user's caseload if needed 	OEDAA
<input type="checkbox"/>	<p>Configuration Changes</p> <p>Will the new user need <i>Default Appointment Length</i> changes?</p>	OEDAA