Does this student (or the position they occupy) already have an account? (click to see current accounts)

Yes

Is the person who previously held that position still around?

Yes

Ask them to login and have the new person pick a password (in person)

No

Sign up for a time to pick a new password (click for link)

No

Are the accounts named after positions or just for individuals?

Yes

Submit a help ticket with the names of the accounts (click for link)

No

Submit a help ticket with the first/last names of the individuals (click for link)

Positions

Individuals

Do you want to hand out the accounts yourself?

Yes

Remind them to join Slack. Must use @as.ucsb.edu address to sign up (click for link)

No

After they are created, you will receive the login info for each. Ensure they change temp passwords. (click for helpful link)

Each student must signup for an appointment to receive password/training (click for link)

Yes

Great! Invite the new students to this channel. Remove the old ones (click for link to 17-18 accounts)

No

Create it. You can't change from private to public, so be sure

Invite Students

Do you have a public/private channel for your group?

Yes

No

Email

Slack