

NOTIFICATION

ATTENTION: ALL FACILITIES

CIS ACCOUNT AUDITS - 6 MONTHS INACTIVATION

The CIS Operations Team is regularly auditing staff accounts. If a User's account has not been used in the last 6 months, the account will be end dated (inactivated). This is necessary to maintain the security and integrity of the CIS.

- Managers are still required to submit a CIS Access Modification Form to remove access for any staff leaving employment (including Leave of Absence).
- It will be the Manager's responsibility to submit a CIS Access Modification Form to reinstate staff access.
- As per the "CIS Leave of Absence (LOA) Retraining Process", the Manager needs to contact a Designated (CIS) Trainer in their facility to determine if training is required. Once training is complete or it is determined that no training is needed, the Designated Trainer must contact the Service Centre to have the account unlocked.
- If you do not know who the Designated Trainer is for your location, please contact the Service Centre.