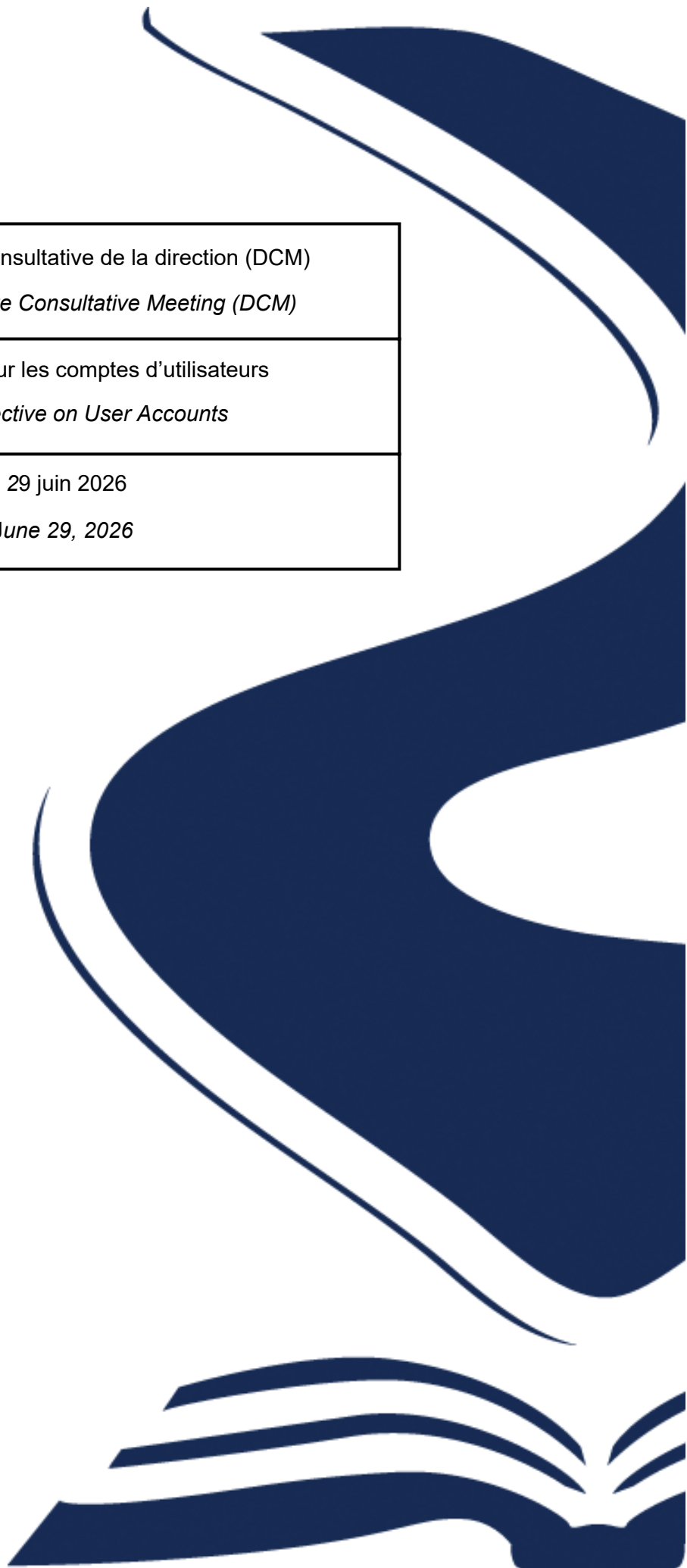


Instance <i>Body</i>	Réunion consultative de la direction (DCM) <i>Directorate Consultative Meeting (DCM)</i>
Titre du document <i>Document Title</i>	Directive sur les comptes d'utilisateurs <i>Directive on User Accounts</i>
Date approuvée <i>Date of Approval</i>	29 juin 2026 <i>June 29, 2026</i>





DIRECTIVE ON USER ACCOUNTS **(Adopted at DCM on June 29, 2026)**

CREATION:

User accounts are **ONLY** created by entering employment data in “Paie”. Please note that for casual employees, a GRDS must be made to add them to distribution lists such as “**Board**”, “**Schools**”.

For specific applications such as **DOFIN, GPI, AVANT-GARDE, JADE-TOSCA, PAIE, ACHATS** a request must be made to the “owner” of the application with a “cc” to the Director of Educational Service/Technology.

For web-based applications such as **INFINI, ALTI-LOGIX, GPI INTERNET, MOZAIK PORTAIL**, a request must be made to the “owner” of the application with a “cc” to the Director of Educational Services/Technology.

REMOVAL OF ACCESS:

Deletion of user access to administrative applications such as **DOFIN, GPI, AVANT-GARDE, JADE-TOSCA, PAIE, ACHATS**: Access will be removed once instructed by Human Resources.

Deletion of web accounts such as **INFINI, ALTI-LOGIX, GPI INTERNET, MOZAIK PORTAIL**: Access will be removed once instructed by Human Resources.

TERMINATION OF USER ACCOUNT: (computer login and Microsoft 365 access):

– Termination of Seasonal Employees:

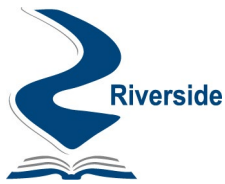
- No action required by an administrator.
- In terms of access to accounts for this group of employees, who are terminated in June but returning in August (e.g., technicians, attendants), they remain with active accounts (computer login and Microsoft 365) unless otherwise notified by Human Resources.

– Termination For Cause:

- Administrator informs Human Resources of the situation.
- Human Resources modifies the code in the PAIE system.
- Human Resources notifies Technology to immediately deactivate their user account (all accesses).

– Resignation:

- The employee advises their superior of their intention to resign.
- Administrator notifies Human Resources by forwarding the employee’s email to [pension retirement resignation HR@rsb.qc.ca](mailto:pension_retirement_resignation_HR@rsb.qc.ca)
- Human Resources modifies the employee’s file in PAIE
- Technology runs an automated script every week which produces a list of accounts to deactivate.



– Termination for lack of Employment:

- Technology runs an automated script run every week which produces a list of accounts to deactivate.
- After 16 months without pay, accounts are deactivated

– Retirees

- Employee advises the superior of their intention to retire.
- Administrator notifies Human Resources by forwarding the employee's email to pension_retirement_resignation_HR@rsb.qc.ca
- Technology deactivates accounts after three (3) consecutive periods without pay.
- Technology reactivates user account automatically upon next working pay.

– Death:

- All accesses terminated upon death.

NOTE: Once the account is deactivated, the employee no longer has access to any Riverside applications including Microsoft 365 applications. In the event that the employee is not deactivated but is removed from a department/school/centre group, they will no longer have access to any Riverside application. However, the employee will retain access to Microsoft 365.