



PTS INSTRUCTOR ACCESS TO BCIT ELECTRONIC APPLICATIONS AND SERVICES

We are happy to announce a new change allowing **returning** PTS Instructors to be added to the Current Employee group at BCIT for a period of one year from the end date of their last PTS contracted course. **New** PTS Instructors to BCIT will be added to this Current Employee group after their 1st pay period.

What are the benefits to PTS Instructors?

The benefits for the PTS Instructors is that they will have 365 day access from their last contracted course end date to BCIT's Active Directory. This will allow them to sign into BCIT as an employee should they be attending an event on campus whether or not they have a current PTS contract. It will ensure that they will have uninterrupted access to Microsoft 0365 for a full year (if they have applied for it as a BCIT employee).

How will this affect PTS Instructors course associated access?

Course associated access is defined by having an active BCIT PTS Instructor contract and being a member of the Current Employee group. Once a PTS Instructor contract has been initiated for a **returning** PTS Instructor then at 4 weeks prior to the course start date and 2 weeks after the course end date they will have access. Unfortunately this process will not change the access for **new** PTS Instructors they will only have access once they have been processed as a current employee by Finance.

When will this take place?

Wednesday, December 12, 2018. This will affect 600 Part-time Studies Instructors.

We would like to thank everyone involved for making this change a reality (PTS, Registrar's Office, Finance, ITS, LR and AVPII).

We would like to wish all of our Part-time Studies employees the very best of the holiday season!