New User

User Sponsor has GCC Account?
Yes → Email user sponsor
No → Email help@researc h.cum.edu

User Sponsor (PI, Dept Mgr)

Log into the Preserve → Complete Access Request Form

OEC

Vet User Candidates → Access OK?
Yes → Approve Access
No → Reject, inform sponsor

OIT-RC

Log into the Preserve → Complete Access Request Form

Provide AVD set-up instructions → Onboard User

OIT-M&C

Onboard User

Temporary credentials shared via verified phone number

Begin using O365 → Email help@researc h.cum.edu

Approve Access to Compute Resources