



Operations Manual

Governed By: Operations	Effective Date: 1/24/2014
Procedure: #5 CAP60-Add/Remove Staff	Updated Last: July 2015
Purpose: Ensure CAP60 access for applicable new staff and timely removal for exiting staff	
Refer to Policy #:	

Summary:

All new applicable CEO staff will need to be added into CAP60 and given access to utilize the database. All exiting CEO staff with CAP60 access should be removed from CAP60 and have no access once they are no longer working for CEO.

- Managers working on the CAP side need to notify Renata Gwozdz rgwozdz@ceo-cap.org immediately of **new staff that need access to CAP60**; including the staff name, email, work phone and ext.
- Manager working on the Head Start side need to notify Brenda Holyoke bholyoke@ceo-cap.org immediately of **new staff that need access to CAP60**; including the staff name, email, work phone and ext.
- Managers working on the CAP side need to notify Renata Gwozdz rgwozdz@ceo-cap.org immediately of any **exiting staff with CAP60 access** that need to be removed from CAP60.
- Managers working on the Head Start side need to notify Brenda Holyoke bholyoke@ceo-cap.org immediately of any **exiting staff with CAP60 access** that need to be removed from CAP60.