Start Millennium User Account creation process

Supervisor fills out Millennium Authorization and Training Request Form

Web form is submitted to appropriate authorizers/trainers and MLAA* email is sent to employee

Authorizer submits login/initials information through Millennium Management Accounts Web Tool

Did employee reply to MLAA email (sent to systems) w/i 5 days, thereby accepting the terms of the agreement?

Y

Systems creates Millennium account

N

Webform “Send to Supervisor” checkbox checked?

Y

Call supervisor with password

N

Call authorizer with password

As specified on the form, will the employee need training by the trainer?

Y

Authorizer contacts trainer and/or supervisor to coordinate training

N

Authorizer verifies training is complete

End Millennium User Account creation process

* MLAA – Millennium Login Account Agreement