

Account Creation

Automation - Flow Pseudo Code

- Receive and collect request for new Hire. Collect information of New Hire (Expected information [here](#)) from submitted Microsoft Form
- Load SharePoint List of New Hire's requested through Flow
- Initialize Necessary Variables and Flags
- List members on Grace IT team
 - Then put each member into an Array variable. Join the list with a semicolon separator.
 - This is used so that we can automate emails to the Grace IT Team
- Track the steps status of the New Hire account through the Grace IT Teams New/Exited Users Bucket.
 - Tasks are created for each New Hire submitted, and are updated and assigned accordingly. Check and reuse any existing tasks generated by previous flow runs that resulted in rejection or other reasons.
- Create an approval and notify IT Team
 - One member can respond on behalf of team. They can review the provided information of the New Hire and then either accept or reject the request to create a new account accordingly. A reason may optionally be included as part of the response.
- Generate a password incase the account will be created. This generation follows the password rules that the Microsoft Admin center uses.
- If the IT Rep approves the New Hire Information
 - Flow will create the account in Azure with the provided information. It will validate that the account was able to successfully be created and handles error detection with this.
 - If an error happens during Account validation, an email notification will be sent to the IT representative and the requestor. The flow will continue otherwise.
 - The account will be added to any necessary groups from a Group rules perspective (i.e. campus site groups), and then manually by Flow if necessary (i.e. printer groups).
 - The New Hire account information will be logged in the New Hire SharePoint list.

- Upon successful account creation, Flow will send a success email to the approver and Responder.

Flow Success Email

To: [Responder's Email]; [Approver Email]

Subject: 365 Account created

Approver: [Approver Name]

Request for [New Hire First Name] [New Hire Last Name]'s account creation was approved! The user's password is: [Generated Password]

Requestors Email: [Responder's Email]

Account was successfully created!

This message was sent automatically using Microsoft Power Automate.

- ◦ ◦ Bonus: Update Grace IT Planner Task for respective New hire where Account Creation is checked off.
- If the request is rejected by an IT representative, send a email regarding the rejection and include the rejection reason given by the rep if applicable.
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To: [Responder's Email]

Subject: 365 Account Creation Request rejected

Grace Church IT Representative: [Approver name]

Request [ID of response from Form (List of responses)] for [First Name] [Last Name]'s account creation was denied. Reason: [Responses Comments]

This message was sent automatically using Microsoft Power Automate.

- ◦ ◦ After sending the rejection notification, update the SharePoint list accordingly with the information of the newhire, stating that the account creation was rejected and the reason for it.

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