




RICHLAND ONE

Memorandum

To: District Staff that Request Richland One Accounts for Non-District Employees

From: Dr. Candice L. Coppock, Executive Director of Information Technology 

Date: May 29, 2025

Re: Accounts for Non-Richland One Employees

As part of our ongoing commitment to maintaining a secure and compliant data environment, we are updating the process for requesting accounts for individuals who are not employed by Richland One.

Effective immediately, all such requests must include a signed copy of the [Richland One Vendor Access Agreement](#). This requirement is a critical step to ensure that any external access to our systems aligns with district-approved security protocols and legal standards. It reflects our continued efforts to safeguard sensitive information and uphold the integrity of our digital infrastructure.

Please provide vendors or contractors with the [Richland One Vendor Access Agreement](#) to complete and return to you. The signed agreement must be uploaded as a PDF when submitting the [Requesting Richland One Accounts Microsoft Form](#).

For any questions, please reach out to Dr. Candice Coppock at candice.coppock@richlandone.org.