How this form is used: To request or modify a University IT system account.

Instructions:
1. Applicant Information: Please fill in Name, VSU ID (your Banner ID), Department, Title, Location (Building and Room Number where applicant’s office is located), Telephone/Fax Number (Department), Employee Status (Check appropriate employee status). If Other, fill in status. Start and End dates are required for all Short-Term/Temporary access requests.

2. Accounts Requested: Check type of account and request (new, or modify).
   a. Email: Email accounts are required for all University employees. The standard username format for email accounts is the first initial of first name and full last name. If an account already exists with this format, then first initial of first name + middle initial + full last name will be used.
   b. VSU Network: Active Directory network accounts are required for all University employees to log on to University computers and access University systems.
   c. Banner Navigation Training: This training is required before your Banner account will be created. Applicant must have their trainer (Shahla Roayaei or Banner Security Manager) sign in the Trainer Signature field.
   d. Banner Self-Service: Self-Service accounts provide an expandable listing of tabs that a user has rights to. It is dependent on the roles that the employee holds at VSU. Most people will access Banner Self-Service. Username format is V + 8 digits generated by Banner system. Additional authorization by the Banner Security Manager is required.
   e. Banner (INB): Internet Native Banner accounts are specialized Banner accounts primarily used by the University’s administrative offices. Most people will access Banner Self-Service. The Banner Security Manager must approve access to their designated aspect/area. Additional authorization by the Banner Security Manager is required.
   f. Other: List any other accounts that applicant needs access to.

3. Authorization: Appropriate signatures are required to process the form to include the Applicant’s signature, the Supervisor’s signature, and the System Owner’s signature.

4. Banner Approval by Data Owners: The Banner Security Manager for each requested area must approve the security classes assigned for the applicant.
Banner Security Managers

Finance – Leonard Breckenridge  
Human Resources – Raymon Bessix  
Student:  
    Housing – Corey Scott  
    Registrar’s Office – Nedra Jones  
Financial Aid/Enrollment Services – Myra Phillips  
Admissions:  
    Admissions – Nikki Humphries  
    Graduate Admissions – Phydariel Pope

5. Route completed (fully authorized) form to VSU Technology Services – IT Account Services, Box 9090, or fax to 804-524-5228. Form can also be hand-delivered to Room B30, Johnston Memorial Library. **If forms are not fully completed and authorized, this will delay processing of your IT accounts.**