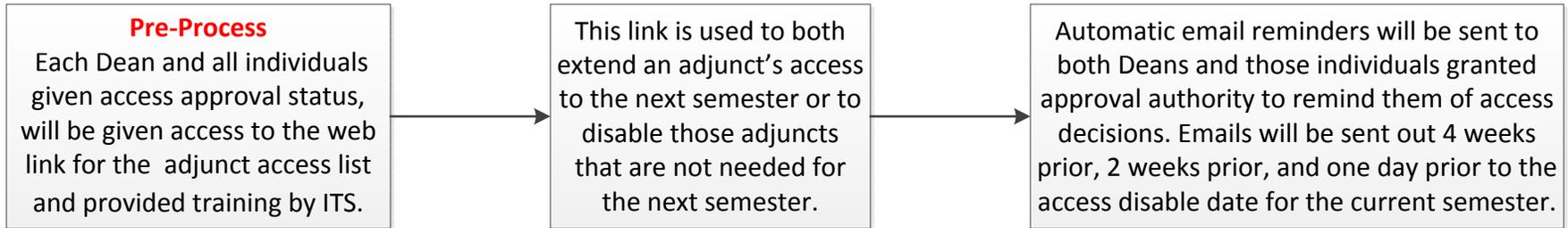


You need your current adjuncts to continue working or not. Adjuncts have their access automatically disabled on semester end dates of Feb 15, June 15, and Sep 15. This process is to ensure access is not disabled but continued as needed. **ITS work orders are no longer required and/or accepted for Adjunct access changes as of July 1, 2015. These types of changes are now made by the organization.**

All Deans are automatically given access to the link. They can request that other individuals have approval authority by submitting an ITS work order. Go to the ITS web site to submit a work order. <https://itservices.chattanooga.state.edu/>. You can find out who is authorized for access by calling Marsha Havener, at X-3120.



Process

To ensure those adjuncts that will be teaching the next semester keep their access, you need to **change the disable date**. To do that, take one of the following actions:

- 1) Individually select those adjuncts that will be teaching the next semester. – or –
- 2) Use the *select all* key to select all of the adjuncts and then remove access for those **that will not be teaching** the next semester. Whichever is easier for you.

Once you have made the necessary changes, simply click on *“change adjunct account status.”* You’ll be asked to *“verify that you want to make the changes,”* click yes and changes will be submitted. Changes are made immediately to the system.

If any changes are made to the banner “role” of an adjunct, i.e., adjunct became full time staff instead of adjunct; etc., please review ChSCC ITS Policy 08:17 for guidance. (Adjuncts sometimes will show on the list as “unknown.” This happens due to the individual having 2 or more “roles” within Banner. You can choose to disable these individuals if they do not work in your area. Your choosing to disable them, does not impact they working for other areas.)