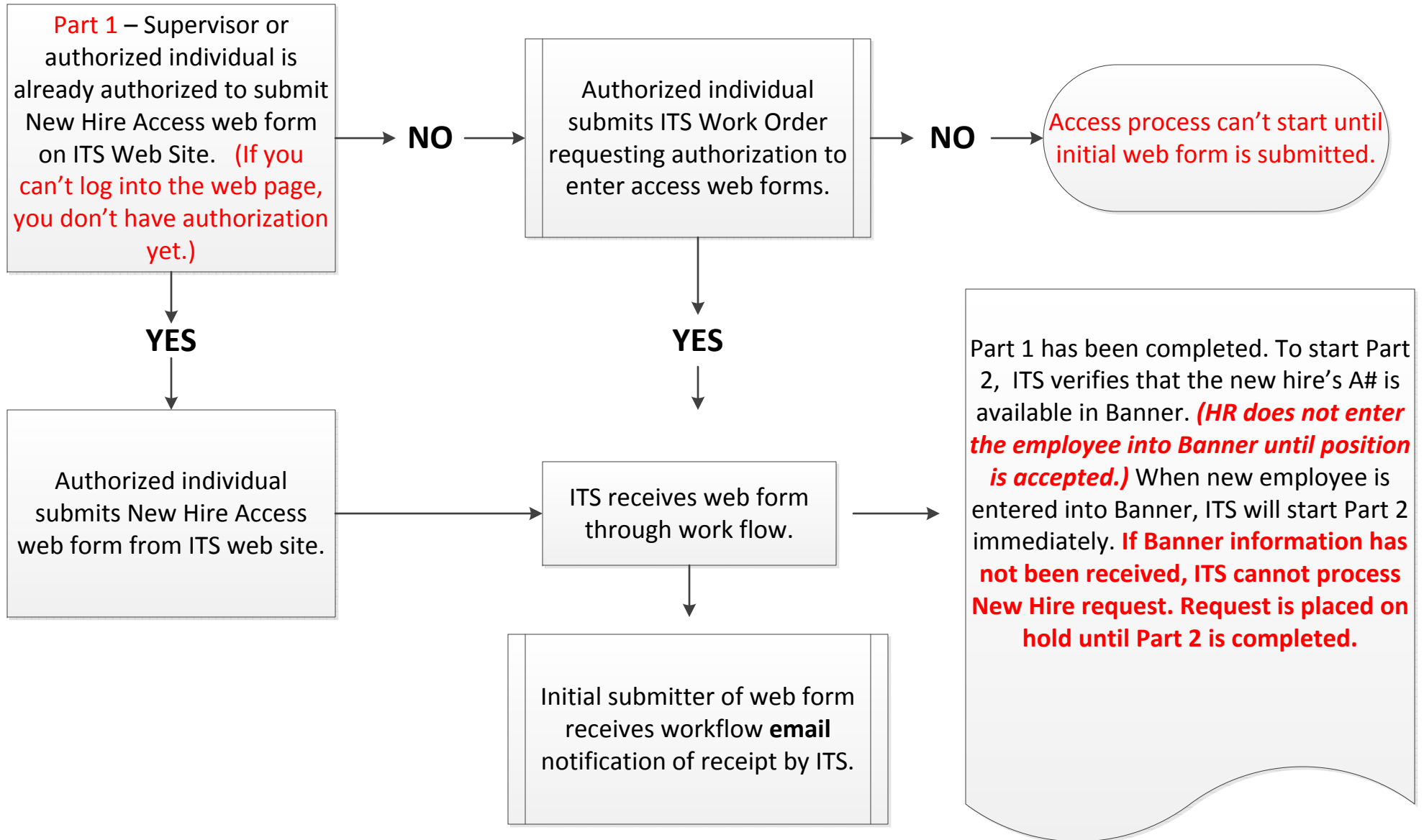
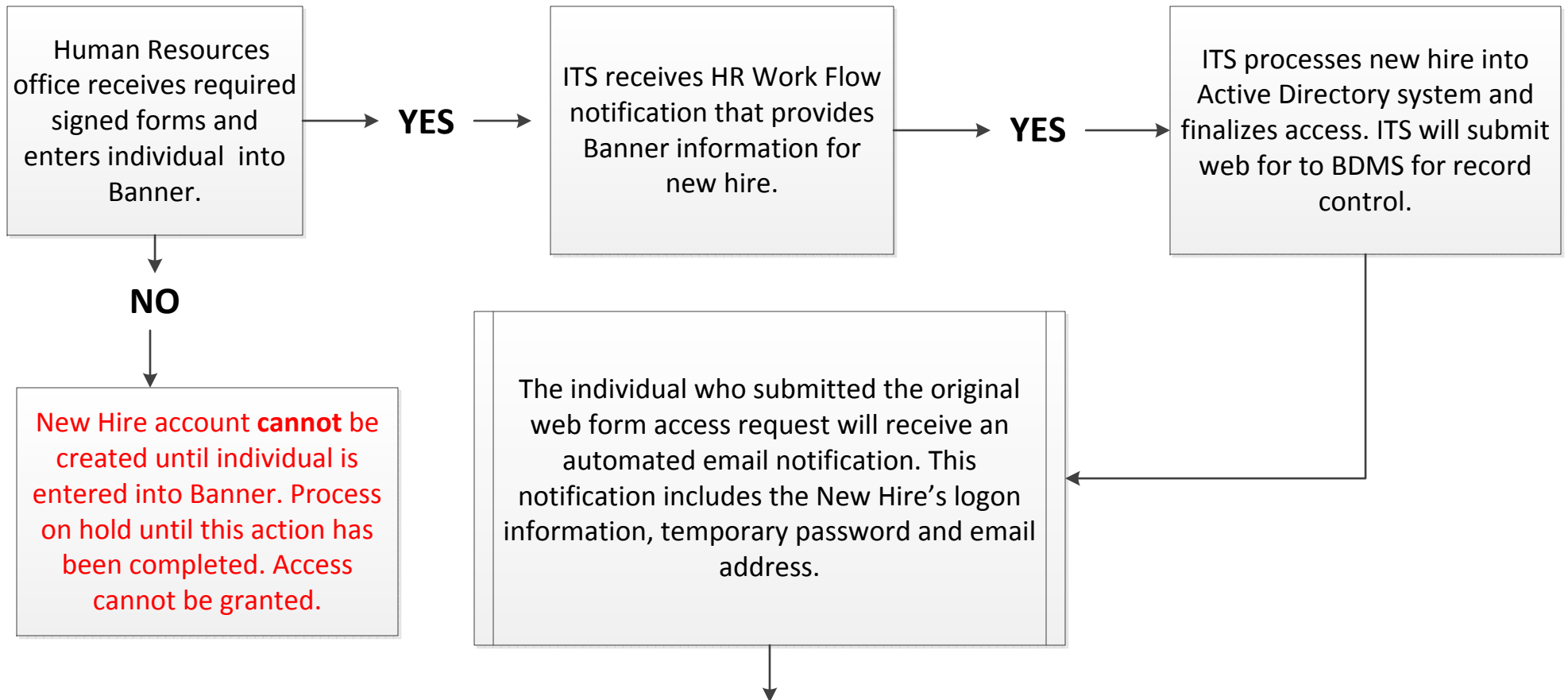


PART 1 of 2: You are hiring a new employee. This individual is considered permanent and is either full time or part time. The process to request ITS Basic Access for these categories are the same and both are a two part process. Part 1 can be started at any time; *however the access cannot be granted until both parts are completed. Student Services is responsible for ensuring FERPA training is completed and documentation of completion is on file.*



PART 2 of 2: You hired a new employee. You have submitted the web form and it has been received by ITS, completing Part 1 of 2. Once HR enters the new employee into Banner, ITS will receive an automated notice with required Banner information – A#. The receipt of this information by ITS will trigger Part 2 of 2 of the Basic Access process.



Work flow email containing Microsoft User-ID and initial password that provides access to TigerWeb, D2L and SSB, along with ChSCC email address will be sent to the initial submitter as soon as access has been granted by ITS. The individual that submitted the original web form access request is responsible for notifying new employee with their information. Process is complete. (If INB or specific share access is also required, please submit that request on an ITS work order.)