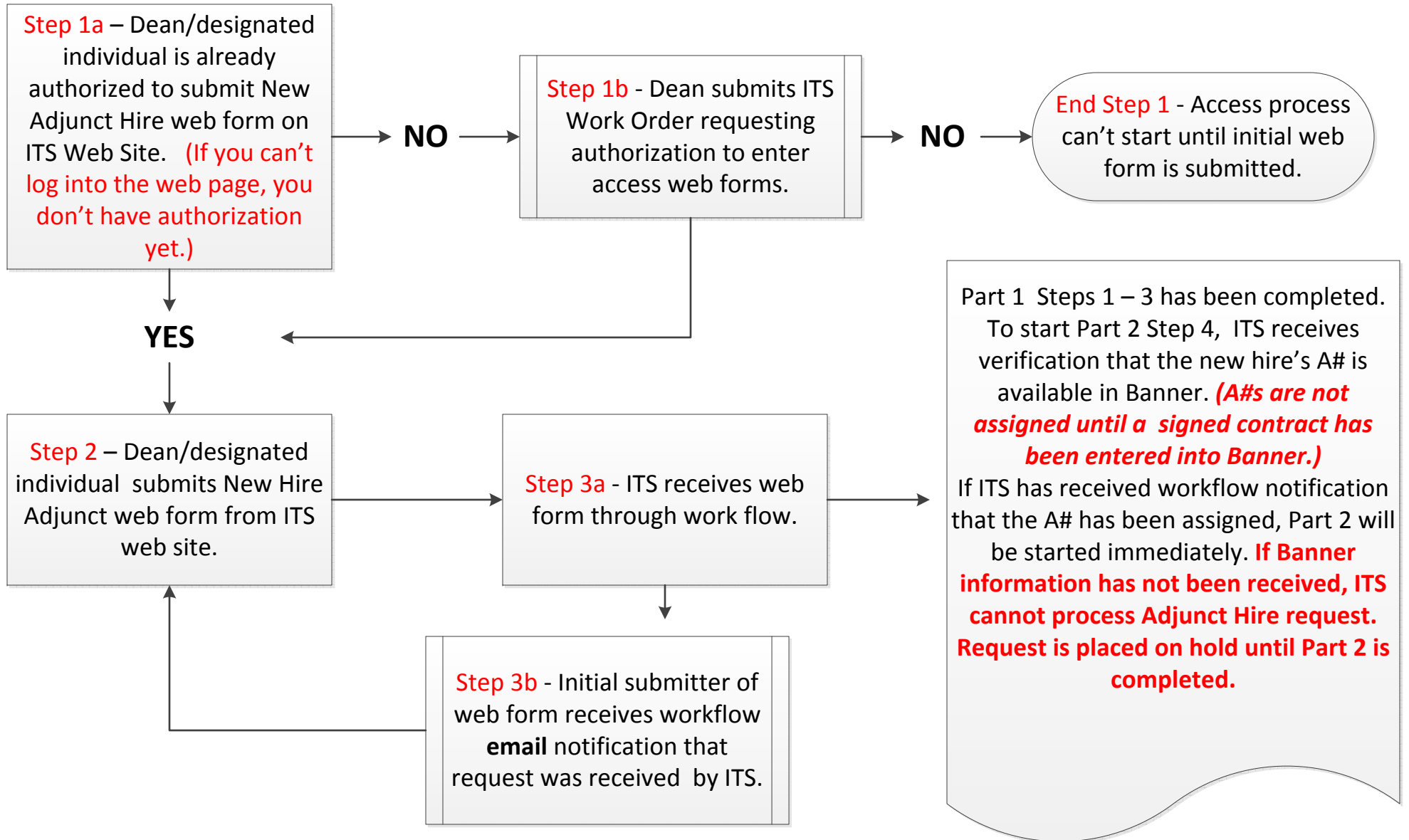


You need to hire a new adjunct. The process to request ITS basic access for new hire adjuncts is a two part process. Part 1 can be started at any time; *however the access cannot be granted until both parts are completed. The individual who submits the request takes responsibility for ensuring FERPA training is on file for that individual.*



PART 2 of 2: You hired a new adjunct. You have submitted the web form and it has been received by ITS, completing Part 1 of 2. Once the signed contract is entered 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.

