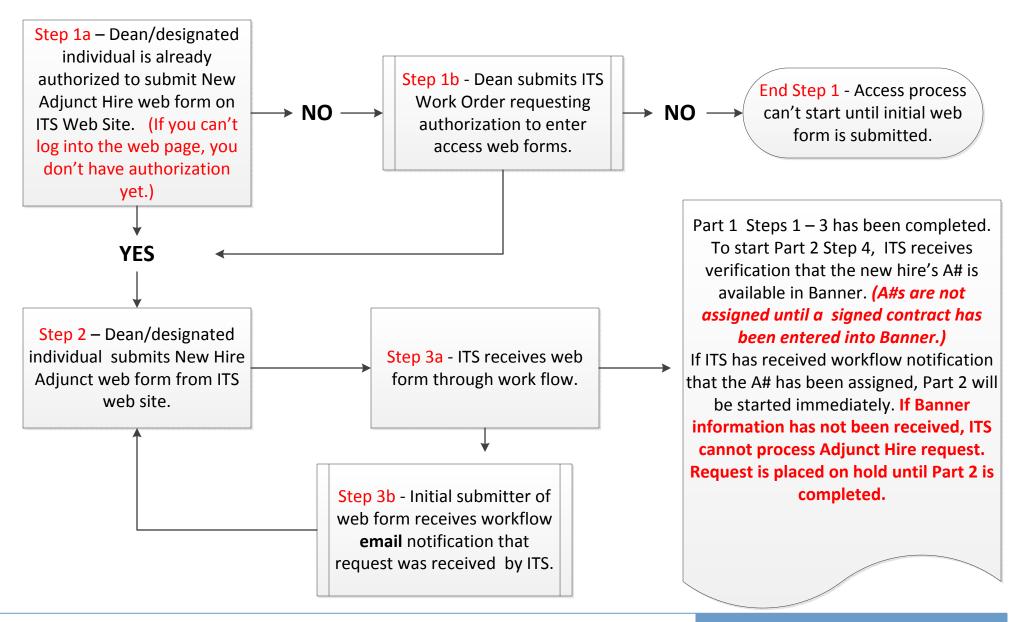
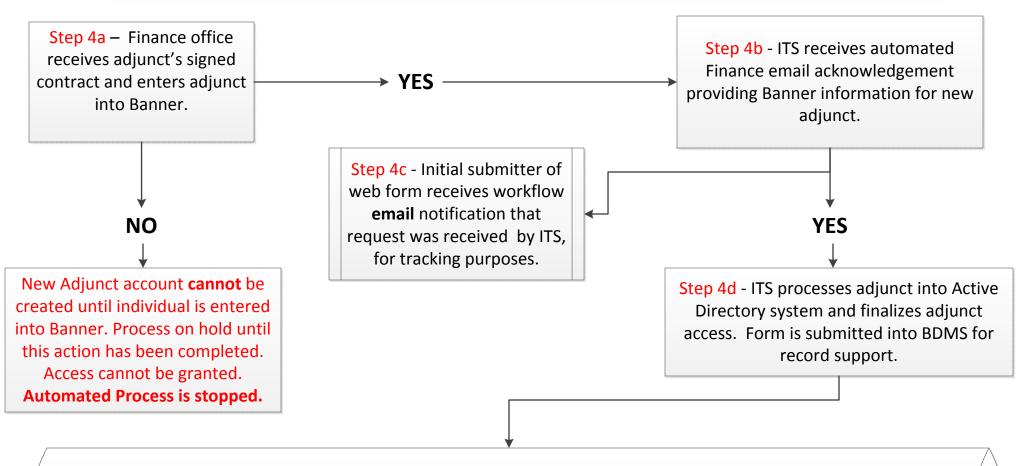
You need to hire a new adjunct. The process to request ITS basic access for new hire adjuncts is a two part process. Part 1 can be started at any time; however the access cannot be granted until both parts are completed. The individual who submits the request takes responsibility for ensuring FERPA training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



Step 4e Final Step - Work flow email is sent automatically to original submitter. This email will contain Microsoft User-ID and initial password (password is required to be changed upon initial logon) that provides access to TigerWeb, D2L and SSB, along with ChSCC email address. The individual that submitted the original web form access request is responsible for notifying adjunct with their information. Process is complete. (If INB or specific share access is also required, please submit that request on an ITS work order.)