

Roane State Community College

Guideline G-130

Subject: Request for Active Directory and Banner Accounts

Approved: April 1, 2015

430 ITSD106-3 – PROCEDURES FOR REQUESTING USER ACCOUNTS

Active Directory Accounts (Network, Email)

1. Active Directory and email accounts are created automatically at the time of employment.
2. Changes to Active Directory or Email accounts should be directed to the Help Desk.

Banner Accounts

1. Users will submit a request to their supervisor.
2. Supervisors will initiate a Banner Workflow request.
3. Data Custodians will approve or reject the request.
4. Upon approval of the Workflow, Administrative Systems staff will grant access based on classifications in the request.

Account Modification

1. To make modifications to the existing account, users may contact the Data Custodian who will initiate a Workflow to make the necessary modifications.
2. For all changes in positions, the user's immediate supervisor must initiate a new Workflow.

Account Termination

1. For part-time employees and adjuncts, Supervisors or Budget ORG Managers will notify HR of departures or changes by email prior to the contract end date or change date. HR will initiate the out-processing workflow. Notification of contract end dates begin 30 days before the contract end date. (For part-time employees, if no contract exists or is pending the account will be locked on the contract end date or upon notification of departure. For Adjuncts, if no contract exists or is pending on February 20th or September 20th, accounts will be disabled prior to midnight on the dates above.)
2. For terminated employees Human Resources is responsible for initiating the Terminated Employee Workflow. (Accounts will be locked upon notification.)
3. Full-time employees voluntarily leaving employment are responsible for initiating the Out-processing Workflow in Banner. (Accounts are locked on the last date of

employment.) Instructions: From RaiderNet, select the Employee Tab, then SSB, then from the Main Menu, select Employee and then Employee Checkout Form. See “1- Employee Screen in SSB” next page.

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