

Information Technology

New Account Request Form for Faculty/Staff

INTERNAL USE ONLY ROUTING SLIP	
Ticket Number:	
Account Name:	
Context:	
Banner Name:	
VMS Group:	
VMS Funct Area:	
Date/ Initial	
Date Received:	/
Banner Acct:	/
Novell Acct:	/
Notified:	/
Spoke to: <input type="checkbox"/>	Left message: <input type="checkbox"/>
Clientele Added:	/

Please Print

NAME: _____ TITLE: _____

DEPT: _____

OFFICE: _____

PHONE NUMBER: _____ Alternate Phone: _____

VERY IMPORTANT - User Signature Required

I have read and agree to abide by the SOU Acceptable Use Policy regarding The computer account(s) requested.

User Signature: _____

To be completed by VP/Director/Dean or Chair

Account Duration: Indefinite Temporary (Enter expiration date here) _____

Add this user to the following GroupWise distribution lists or Groups:

LONG DISTANCE CALLING CODE:

Fill in an Index Code to authorize a Long Distance Calling Code for this employee _____

Name Printed: _____

Title: _____

Signature: _____

Please check appropriate box below:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Permanent Faculty | <input type="checkbox"/> Administrators | <input type="checkbox"/> Emeritus Faculty | <input type="checkbox"/> Generic Dept. Account |
| <input type="checkbox"/> Adjunct Faculty | <input type="checkbox"/> Staff (Classified) | <input type="checkbox"/> Student Employee (1 yr expiration) | <input type="checkbox"/> Other (Specify) _____ |

My office machine is a:

Mac Windows PC

FOR BANNER SIS and VMS ACCOUNTS ONLY:

(For BANNER FIS accounts contact Chris Stanek 2-8786)

Request Banner SIS Account

Intended Use: (If you know) _____

If you need the same BANNER SIS access as another user, please list their name here: _____

BLACKBOARD ACCOUNTS:

Please initial here if you need a Blackboard account _____

Keep the attached instructions and return this form to Information Technology: New Accounts.

INFORMATION TECHNOLOGY

NEW ACCOUNT REQUEST FORM INSTRUCTIONS

For a New Account (NetWare, Banner SIS, GroupWise)

- Please fill out the New Account Request Form with as much information as possible and then submit it to your supervisor.
- Your supervisor will fill in the account duration, (Indefinite should be used for renewable contract employees, Temporary for other short term accounts.) They will also indicate the distribution lists and groups that you will need for access to resources and help you with any questions you may have.
- Return the form to Information Technology as soon as possible (before arrival date), via campus mail or in person; within 3 working days your new account will be set up.
- Information Technology will contact you after your account has been configured and provide your username. For most new accounts, this will be your last name (or the first 7 characters of your last name), followed by your first initial, with a maximum of 8 characters total.
- If your account is a Generic or Student Employee GroupWise Account please remember it will expire in one year.

Your Initial Login to the Network from a Windows computer:

- For first-time login, you must either use a computer **from your office**, or one at the Faculty and Staff Help Desk.
- After turning on your computer, wait for the login prompt to come up
 - Type in your username. This is the username assigned by Information Technology.
 - Leave the password field blank.
- After the computer completes the login, you **must** set your password:
 - Press the Ctrl/Alt and Delete keys simultaneously and choose “Change Password”
 - The resulting screen will allow you to change your password.
 - Leave the “Old Password” field blank
 - Enter your new password in the “New Password” field
 - Enter the new password once again in the “Confirm New Password” field

***Note:** A secure password should be used to protect your information and should consist of alphanumeric and special characters. It is case-sensitive. If you want all of your accounts to have the same password you will have to use exactly 6 characters. You should periodically change your password to insure account security..*

GroupWise (e-mail) Account:

- To Open GroupWise:
 - Click on **Start**
 - Select **All Programs**
 - Choose **SOU Campus Information System** from the **Start** menu
 - Choose **Campus Communications** from the next menu
 - Choose **GroupWise** – This will either open GroupWise or if it is not already installed, it will install it to your system.
 - GroupWise will open without a login screen because you currently have no password set.

Note: You must set a password in order to use GroupWise Web Access.

- To set your GroupWise Password (or change it)
 - Click on **Tools** on the menu bar at the top of the screen.
 - Then select **Options**, at the bottom of the resulting menu.
 - Then click on the **Security** icon.
 - In the Security window be sure you have the **Password** tab selected.
 - Enter your desired password, (remember it is case-sensitive) and then retype it to confirm.

Note: It will take approximately 10 minutes for the network to update the GroupWise password for Web Access so allow for this if you are planning to access your e-mail from a browser. For more on using and configuring GroupWise please visit: <http://www.sou.edu/it/groupwise/index.shtml>

Accessing Banner:

The Banner Student Information System (SIS) is composed of two parts (**Oracle** and **VMS**), each with an account name (usually identical and the same as your network account name) and two separate passwords.

Banner SIS/Oracle account:

- From the SOU Campus Information System menu (off the Start button), choose Other Campus Systems, then Internet Native Banner - SIS.
- Select Production for the database instance.
- Choose the web browser you prefer (Internet Explorer or Firefox.)
- Click on the OK button. The first time you run Internet Native Banner, it will do some installation. This will take a few minutes.
- At the login screen, enter your Banner SIS username and password. Your username is usually the first 7 characters of your last name and the first character of your first name. The default password is XXXXXXXX (8 consecutive Xs.) Leave the database field blank and click on the Connect button.
- You will receive a message indicating your password has expired. Click on the OK button. You will then be prompted to change your password. Enter all of the information asked for and then click on the OK button. Once you have successfully changed your password, it will bring up Banner SIS. Your password will expire after 120 days.

SISWeb Instructions:

For full information and instructions go to: www.sou.edu/it/SIS/facweb.shtml

VMS Account (to access the BASIS Jobs menu):

- From the SOU Campus Information System menu, choose Other Campus Systems and then SIS VMS Operating System.
- Your user name is the same as your Banner SIS/Oracle account name; the password is CHANGEME
- You will be prompted to change your password immediately, with CHANGEME as the old password. Type and retype your new password.
- After your password has been reset, your VMS session will close. Restart the session entering your username and **new** password when prompted.

Note: This password can not start with a number and must be at least 6 characters in length

- Select choice 2 (BASIS Jobs Menu, PRODUCTION).
- Enter your **Banner SIS/Oracle** account **Name** and **Password** at the appropriate prompts.

KEEP THIS DOCUMENT FOR YOUR RECORDS