

Information Technology

New Account Request Form for Faculty/Staff

Please Print

LAST NAME: _____ FIRST _____ M.I. _____

JOB TITLE: _____

DEPT: _____ OFFICE # _____ PHONE: _____

Please check your appropriate category boxes below:

- | | | |
|---|--|--|
| <input type="checkbox"/> Permanent Faculty | <input type="checkbox"/> Administrator | <input type="checkbox"/> Emeritus Faculty |
| <input type="checkbox"/> Adjunct Faculty | <input type="checkbox"/> Staff (Classified) | <input type="checkbox"/> Student Employee
(1 yr expiration) |
| <input type="checkbox"/> Generic Account | <input type="checkbox"/> Other (Specify) _____ | |
| <input type="checkbox"/> I use a Macintosh computer | | |

Type of Accounts Required (check all that apply):

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Network/Email | <input type="checkbox"/> Banner Student/Finance/HR | <input type="checkbox"/> MySOU |
|--|--|--------------------------------|

Intended use for Banner Account: _____

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

IMPORTANT INSTRUCTIONS – Sign statement below, then attach and sign the FERPA agreement before submitting to your VP/Dir./Dean or Chair. Once completed, send all documents to: **Information Technology – New Accounts.**

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

User Signature: _____ **Date:** _____

INTERNAL USE ONLY ROUTING SLIP	
SOU ID (Not SSN)	
Ticket Number:	
Account Name:	
Context:	
Banner Name:	
Date / Initial	
Date Received:	/
Banner Acct:	/
Novell Acct:	/
Notified:	/
Spoke to:	Left message:
Clientele Added:	/

<u>Must be completed by VP/Director/Dean or Chair</u>	
Account Duration:	<input type="checkbox"/> Indefinite <input type="checkbox"/> Temporary (Enter expiration date here) _____
Add this user to the following email distribution lists and/or file and folder access: _____	
LONG DISTANCE CALLING CODE: Fill in an Index Code to authorize a Long Distance Calling Code for this employee _____	
Name Printed: _____	Title: _____
Signature of VP/Director/Dean/Chair: _____	Date: _____

INFORMATION TECHNOLOGY

NEW ACCOUNT REQUEST FORM INSTRUCTIONS

For a New Account (Network, Email, MySOU, Banner)

- 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 the file/folder access that you will need for departmental resources and help you with questions you may have.
- The following documents must be delivered to Information Technology as soon as possible (preferably prior to your arrival date), via campus mail or in person. Your account will **not be created** if both of the following documents are not signed and submitted.

New Account Request Form FERPA Agreement

Your account will be setup within 1 business week.

- 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 8 characters of your last name), followed by your first initial, with a maximum of 9 characters total. This username will allow access to all of your campus accounts: Network, Email, Banner and MySOU.
- If your account is a Generic or Student Employee Account please remember it will expire in one year and that this account will not have a MySOU account.

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. In unusual circumstances we may help you over the phone, however, it will require proof of identity.
- 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.
 - The Faculty/Staff Help Desk will give you a temporary password when they notify you that your account is ready. Use this password for the initial login.
- After the computer completes the login, you **must** change your password:
 - Go to the MySOU login screen at <http://my.sou.edu> and click on the “Reset Password” link below the login area. Follow the directions and look for the “Password reset successful” message when done.

***Note:** A secure password should be used to protect your information. It needs to be at least 8 characters in length and consist of at least one upper-case, one lower-case and one number. You should periodically change your password to insure account security.*

MySOU Account:

- Open a browser
- Go to my.sou.edu
- Log in using your network username and password.

For more information on using MySOU, please visit <http://www.sou.edu/it/training/mysou-quicktips.html>

Google Apps Account:

- To Open Google Apps (Gmail), use one of the following methods:
 - Login to MySOU and click on the Gmail icon
 - From your browser address bar go to: <http://mail.g.sou.edu> and login with your network username and password.

Banner Account:

- Log into MySOU (see instructions above).
- Click on the Faculty/Staff tab.
- If you prefer to open up Banner in a separate window from MySOU, click on the Banner link located in the Web Applications channel.
- If you prefer to open up Banner within the MySOU window and/or to go directly to forms on your Banner personal menu, click on the My Banner folder link located in the My Banner channel. Note: This channel is also located on the Faculty SISWeb tab.

For more information on using Banner, please visit <http://www.sou.edu/it/banner/banner-sis-index.html>

Banner Self-Service (SISWeb) Account:

- Log into MySOU (see instructions above).
- Click on the Faculty/Staff tab.
- If you prefer to open up Banner Self-Service in a separate window from MySOU, click on the Banner Self-Service link located in the Web Applications channel.
- If you prefer to open up Banner Self-Service within the MySOU window and/or to go directly to web pages on the menus, click on the Banner Self-Service folder link located in the Banner Self-Service (SISWeb) channel. Note: This channel is also located on the Faculty SISWeb tab.

For more information on using Self Service, please visit <http://www.sou.edu/it/banner/ss-faculty-index.html>

KEEP THIS DOCUMENT FOR YOUR RECORDS