

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/13**

**Number: 08-11**

**Section: Information Technology Services**

**Subject: New Account Creation**

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## **A-State accounts are generated for the following individuals:**

- Full-time faculty and staff
- Part-time non-student
- Sponsored/non-employees
- Student employees

## **Full-time and Part-time Employees**

All employees are responsible for completing and submitting their new hire documents through Taleo or directly to Human Resources. The hiring department is responsible for submitting the completed and approved Assignment Change Form (ESF) to Human Resources for employees who are not hired through Taleo.

Once all documents are received, Human Resources and Payroll Services establishes the employee record in Banner. The A-State account can be generated up to 90 days prior to the employee's current hire date. An email notification will be sent to the employee's personal email address with instructions for activating the account. Once the employee completes the activation, they will have access to email and the appropriate applications through myCampus.

## **Early Access**

New accounts may be requested prior to when an individual is hired for **extenuating circumstances**. This type of request must be submitted by an administrator including justification to the Assistant Vice Chancellor for Administration.

## **Sponsored/Non-Employee Access**

This type of access is requested for individuals who work on the University campus, but are not paid by the University. These individuals may include employees of dining services, bookstore, temporary agency employees, NYIT employees, visiting researcher/scholars, volunteers, or individuals who approve leave/time.

The sponsoring department should complete the [Sponsored/Non-Employee Account](#) form along with a driver's license or passport, and hand deliver or send via [ShareSpace](#) to the [Banner Security Administrator](#) in the Office of Process Innovation. The account will be generated and an email notification will be sent to the individual's personal email address.

## **Student Employees**

A second mail account may be requested for student employees who have unique job responsibilities and require a separate mail box for sending and receiving official ASU correspondence. The department will complete the [Request ASTATE Mailbox for Student Account](#) form and submit it to Information Technology Services (ITS). ITS will ensure the student employee is actively registered and the information provided is justifiable for a second mail account. This process may take up to one week for completion.

Revised 02/29/16.