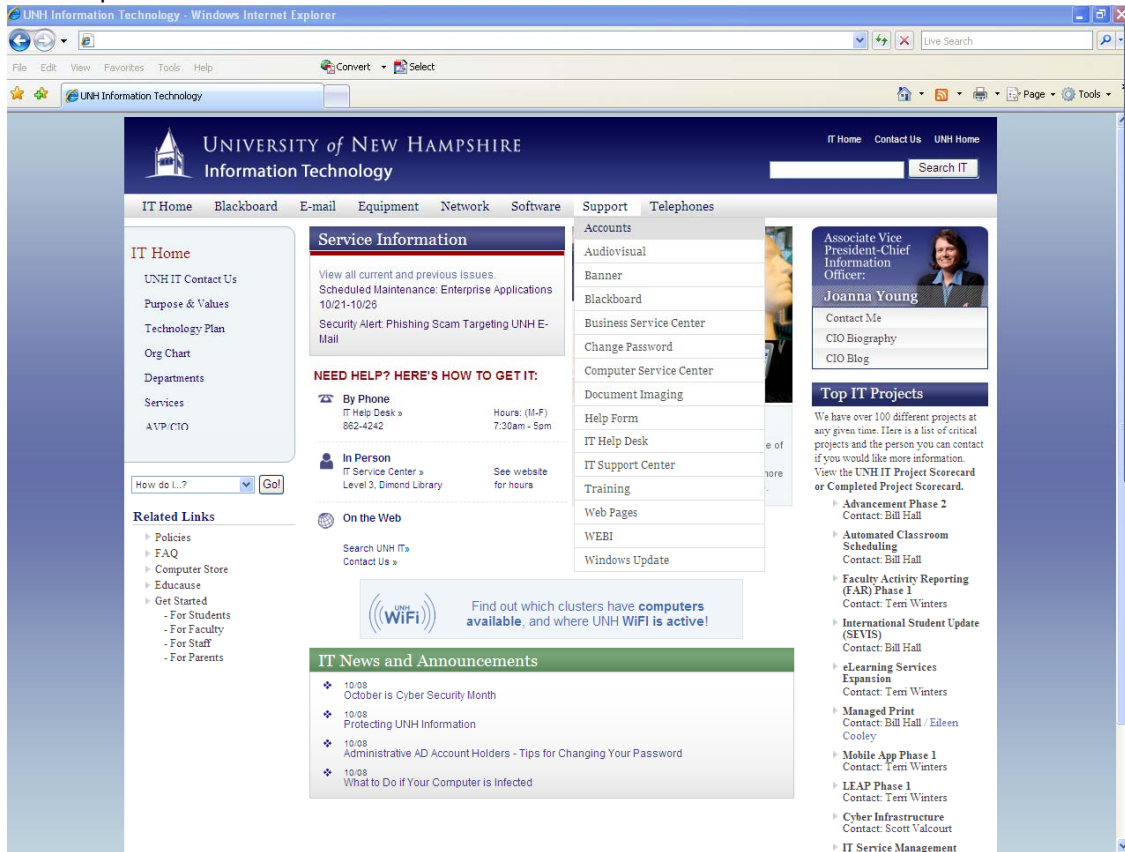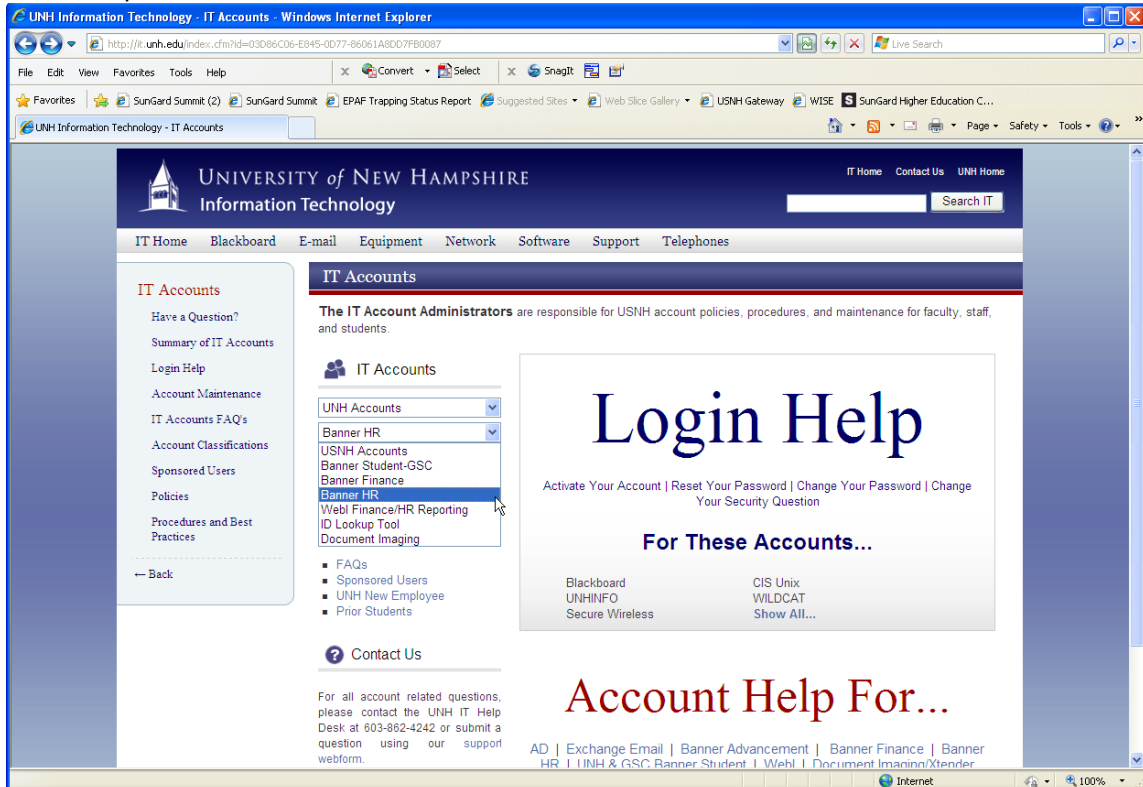# Requesting a New Banner HR Account

1. Go to http://it.unh.edu/. Click on "Support" in the menu along the top of the page. Then choose "Accounts" from the drop down menu.

2. Under the drop down menu for "USNH Accounts" click "Banner HR".

3. Click on the blue "Apply Online" button near the middle and top of the page.

4. Using the drop down menus fill out the following:

Account Type: Banner HR Only
Request Type: New Account
Last Name: Enter the last name of individual getting the account
USNH ID: Enter the USNH ID of individual getting the account

5. You should see the Banner HR Account Request Form. Fill in the required information.
   In Step 1. Employee Information: All this information can be found in Banner HR.
   In Step 2. Fill in Supervisor Information: enter your information as the Supervisor. This will ensure you know the account request was received and completed.
   In Step 3. Banner HR Security: choose the highest WTE access level they need: Proxy, Approver or Superuser
   In Step 4. Additional Information: please update and enter the following message:

   This user will only be Approving Time Sheets in WISE as a _____ (Approver or Proxy… choose 1 or both as appropriate.) **for TS Org_____** (list the applicable TS Orgs)**.**
   They are not a Superuser. (Change this to "are" if they will be acting as a Superuser.)
   (If they are an Approver, provide the name of their Proxy. **Their Proxy is _____**)
   (If they are a Proxy, list the name of the person they are a proxy for. **They are a Proxy for _____**)

   Click the blue "Continue" button at the bottom when you are finished.

Instructions:

BANNER HR ACCOUNT REQUEST FORM

To ensure prompt service, please enter all information accurately.

Please ensure you provide us with a current E-mail address so a CIS Account Administrator can contact you with important account information.

If you have additional questions please call the:
CIS Help Desk & Dispatch Center
Phone: 603-862-4242
Hours: Monday-Friday
8:00 A.M. to 5:00 P.M.

Thank you.

The security and privacy of the information required on this form is of utmost importance to us, and is used exclusively for identity verification purposes only. This data is protected through Secure Socket Layer (SSL) technology, viewable only by authorized CIS Account Administrators.

⚠ **Bold fields are required**

Step 1. Fill in Employee Information
The Employee Information will be the intended account holder.

First Name	Last Name	Full Middle Name
Jim	Naseum	Y

Username	E-mail ❓	Confirm E-mail
JYM3	jim.naseum@unh.edu	jim.naseum@unh.edu

Campus	Building	Department
UNH	Field House	Athletics

Client Group	Campus Phone	Position/Title
Staff	8621234	Coach

Position Number
UB0184

Step 2. Fill in Supervisor Information
The Supervisor Information is the immediate supervisor for the employee listed above. The Supervisor approves creation of this account by submitting this form.

Username	First Name	Last Name
Your Username	Your First Name	Your Last Name

Campus Phone	E-mail	Confirm E-mail
8621234	your email	your email

Campus	Client Group
UNH	Staff

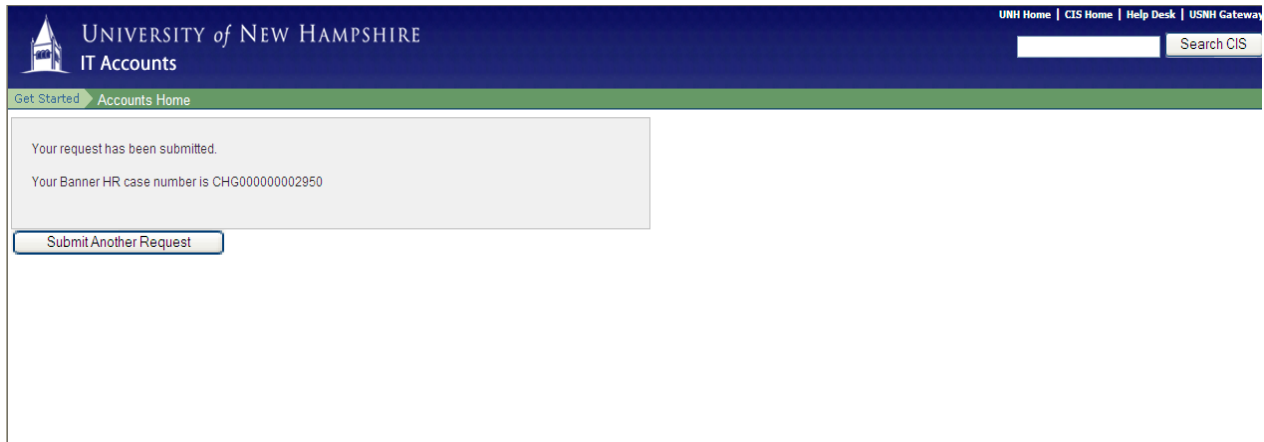**Step 3. Banner HR Security**
Web Time Entry Approver

Step 4. Additional Information
Please provide any additional information. Additional Details are optional.

Additional Details
Jim will only be Approving Time Sheets via WISE as an Approver for TS Org UBLATE.
He is not a Superuser. His proxy is Imelda Chekz.

6. A screen announcing that your request has been submitted will appear. Print a copy of this page for your records.

7. The person entered as the Superuser will receive the following emails.

From: Remedy@unh.edu [mailto:Remedy@unh.edu]
Sent: Monday, October 11, 2010 6:41 PM
To: Riecks-Kurshinsky, Amanda; Naseum, Jim
Subject: Banner HR Account Request Successfully Submitted

The Banner account request for Jim Y Naseum has been successfully submitted. Once this account request has been processed, you will receive notification via e-mail, and a representative from IT Accounts will contact Jim Y Naseum with account specifics.

If you have any questions or would like to speak to an IT Accounts Administrator regarding this request, please call the IT Help Desk at 603-862-4242, Monday through Friday, 8:00 A.M. - 5:00 P.M. with your Help Desk case number:
CHG000000002919

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-----Original Message-----
From: UNH Remedy [mailto:remedy@unh.edu]
Sent: Wednesday, October 13, 2010 2:50 PM
To: STHR
Subject: Banner HR Account Completed - CHG000000002919


The Banner HR Account request for Jim Y. Naseum has been completed.

Username: jym3

Additional Details:
VPN: ECG-VPN-Banner-FHS
DB: BPRD, BTST, UTST
Requester Comments: Jim will only be Approving Time Sheets via WISE as an Approver for TS Org
UBLATE.  He is not a Superuser. His proxy is Imelda Chekz.

Stephanie Behan approved?  yes
comments:

Stephanie Behan approved?  yes
comments:

Class Security: BAN_USNH_DEFAULT
BAN_USNH_JOB_SUBMISSION
BAN_USNH_TEMP

Additional Security Details:

Note: This email message was sent from a notification-only address that cannot accept incoming
email. Please do not reply to this message.
```