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”.

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[Images of the website screenshots are shown, illustrating the steps described in the text.]
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.
6. A screen announcing that your request has been submitted will appear. Print a copy of this page for your records.

![Screen announcing that your request has been submitted]

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

**From:** Ramsey@unh.edu [mailto:Ramsey@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

**-----Original Message-----**  
**From:** UNH Ramsey [mailto:ramsey@unh.edu]  
**Sent:** Wednesday, October 13, 2010 2:50 PM  
**To:** STM  
**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:** BPRO, BTST, UTST  
**Requester Comments:** Jim will only be Approving Time Sheets via WISE as an Approver for TS Org URLATE. He is not a Superuser. His proxy is Imelda Chekz.

Stephanie Rehan approved? yes  
coments:

Stephanie Rehan approved? yes  
coments:

**Class Security:** BAN_UNH_DEFAULT  
BAN_UNH_JOB_SUBMISSION  
BAN_UNH_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.