Banner HR Account Request Process
Cheat-Sheet for adding Banner Security Roles

Banner HR Account Request System Login and Usage:

Login:

1. Go to http://accounts.unh.edu
2. Click on the IT Accounts Management System button
3. Login

Adding Security Roles

After logging in the Home screen will show three options: Add, Edit, and Remove.

Click on Add. A menu will appear beneath the Add button with two sub-groups.
Create Access to IT Resources

Employee Resources

Request Access for an Employee
To request access to accounts for another UNH/USNH employee.

Request Access for Yourself
To request accounts for yourself.

Request a Pool, Secondary, or Service Account
This form is used to request Pool, Secondary, or Service accounts. For more information about Pool, Secondary, and Service accounts visit [www.accounts.unh.edu](http://www.accounts.unh.edu)

USNH Sponsored Resources

New Sponsored User: USNH
To request access to accounts for non-USNH persons with business at the University Systems Office.

Group Sponsorship Request
To request access to accounts for a group of non-USNH staff with business at the University Systems Office.

Click on the action you wish to accomplish. The basic procedure is the same for each. Clicking on the link takes you to a screen titled:

Step 1. Verify Your Information.

Check to make sure all information is there and correct. Click the ‘Next’ button on the far right.
Step 2. Enter Employee’s Information

Enter the employee’s Username or ID Number in the upper box then click ‘Find Employee Info.’

Below their information section is another section titled: ‘Supervisor Information.’ The Supervisor information should default into the fields. You can override this information if it is inaccurate. If no information is provided and you are the employee’s supervisor check the box titled “Check if you are this employee’s Supervisor, otherwise enter the appropriate information.” Click ‘Next’ when done.
Step 3. Select Required Services

Under this we have four choices: Communication and Collaboration, Financial Administration, Human Resources, and ITSM. Select the appropriate service, then click ‘Next.’ Adding Banner HR roles example follows, other choices are similar:

- **Human Resources**
  - **Banner HR**: Banner HR is the employee management systems database for USNH, inc. etc.
  - **Webl: HR**: Weblintelligence (Webl) is the end-user tool used as a reporting solution for E
  - **Document Imaging (Xtender): HR**: Xtender: HR is a document management solution of paper while increasing productivity by streamlining the capture and management of doc
  - **Web Time Entry**: Web Time Entry allows supervisors to approve time sheets online th
  - **Leave Reporting**: Leave Reporting allows supervisors to approve exempt employee le
  - **Application Manager (AppMan): HR**: Application Manager is a GUI-based distribute systems and then retrieve-to-display listings and log files to a centralized web server/GUI.
  - **User Content Repository (UCR): HR**: UCR is a common content repository for stor processes. This central storage provides redundant service for high availability.
  - **Kronos**: Kronos is the timekeeping software used by adjunct employees.
  - **File Transfer System (FTS): HR**: FTS is a Service for file transfers of fed data to an
  - **ID Lookup Tool**: Common ID Lookup tool for the University System of New Hampshire.
Step 4. Access Details

**Banner HR screen**
If the employee already has Banner HR it will say “Modify Banner HR Account: There is an existing Banner HR account for this user” and it will list the current security Roles already assigned to this employee. If the user does not yet have a Banner HR Account, you can choose from a list of existing users to model this new users security roles after. If you choose this option you can then add or remove individual roles as well. For our example the user already has a Banner account.

In the ‘Add User Roles’ section choose the Roles that you want to add by selecting one then clicking the ‘Add’ button below, repeating until you have all the roles you want.
Move on to the ‘Approval Levels’ section below the Add User Roles section and select the appropriate Approval Levels. Hit the Add button for each Approval Level.

Below that is the ‘Org Access’ section. Select Master Org Access Needed ‘Yes’ or ‘No.’ If ‘No’ then select the Orgs needed, either individually, or in a range. To do so click the magnifying glass to the right of the ‘From’ box and choose an Org code. You can also choose a range of Orgs (in alphabetic order) by filling in the ‘From’ and ‘To’ boxes. Click ‘Next’ when finished.
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Step 5. Confirm Request

Confirm the information then click the ‘Submit Account Requests’ button at the bottom when ready.

–You’re DONE!

For your information:
After completing the request the following actions will occur:

- At this point emails will be sent to the employee who’s receiving the security role changes along with an email to the requester and to the employee’s supervisor if his or her supervisor was not the requester. Note: the supervisor is asked to approve the request if they were not the one who submitted the request.
- There’s an automated check to see if the employee has signed the ‘Banner HR Security Agreement’ document within the last year. If not, an email is sent asking them to sign it electronically.
- Once the supervisor approves the request and a signed agreement exists the request is routed to Campus HR for final approval.
- When HR approves the request the request moves to IT Accounts and they will create a Banner HR Account, if one doesn’t already exist for the employee.
- The process progresses to the USNH HR department to update PTRUSER and PSAORGN.
- At this point the Employee, Requester and Supervisor are notified that the request has been completed and the ticket is closed.