4. Requesting Access as a New Employee

> If your role requires access to Banner or other university systems, be sure to connect with your supervisor. They will guide you through the appropriate steps to request access and ensure you have the tools needed to perform your job effectively.

I need access to Banner. How do I get that?

You will need to complete a Banner Access Request Form. Coordinate with your supervisor on what kind of access you need. Below are the different types of request forms.

Banner Finance/HR/TEM Security: Utilized for finance initiator/approvers, supervisors and leave/time approvers and their proxies, travel and expense, and student accounts receivable access. Please contact cpi-security@astate.edu for further assistance with Finance and Travel security.

Banner Student Security: Maintained by the Registrar's Office for Banner Student module access. FERPA training is required for employees who request access to student information. Please contact registrar@astate.edu for further assistance with Banner Student security.

Non-Employee/Sponsored Email Account: Submitted by an Employee who is sponsoring a non-employee/privatized employee for an A-State account and/or system access. Any individual who is not paid by the University and needs access must be set up through this process.

I need access to a Taleo Admin. How do I get that?

Contact Human Resources for any questions related to Taleo access.

> Questions? Reach out to Human Resources. We are happy to help guide you through the process!

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