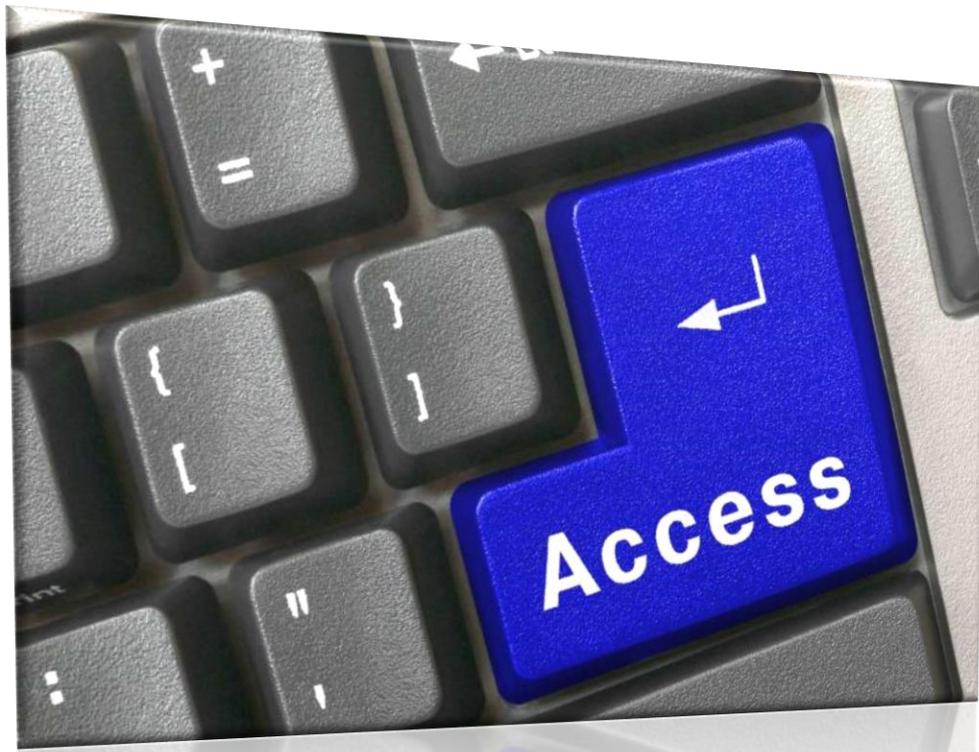


**TECHNOLOGY SERVICES**  
**ACCOUNT ACCESS**  
**INSTRUCTIONS**



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# INSTRUCTIONS

## Access Control (Your Responsibilities to VSU)

Access to Virginia State University's information systems and data is controlled by the implementation of an appropriate access control policy to manage accounts and define the processes of authentication, authorization, administration, and termination of access rights. VSU Technology Services **Policy 6310 – Logical Access Control and Account Management** establishes the requirements for managing access and all accounts for any information system, application, or data supported by the University. Read the entire policy before requesting access to any of the University's systems. As a user, you have certain responsibilities.



This document includes step by step instructions for accessing to the University's **Automated Account Request Form**. **Paper forms are no longer accepted in Technology Services.**

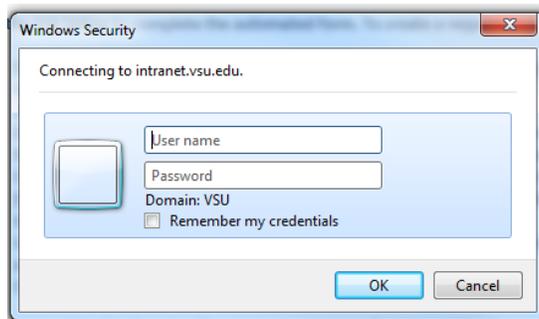
## SIGNING INTO THE AUTOMATED ACCESS FORM

The Automated Access Form is accessed through a SharePoint site that allows you to:

- Request Access to a University system
- Review Requests that you have already submitted
- Review Requests that are awaiting approval

To access the form:

1. **Click** > <https://intranet.vsu.edu/webforms/AAR/SitePages/Home.aspx> and sign in with VSU credentials



2. **I want to:** Click > *Request access to a Technology Services system*

### I want to:

- » Request access to a Technology Services system.
- » View requests I have submitted, or that have been submitted on my behalf
- » View requests awaiting my approval

3. If you would like to either view the requests that you have submitted or check to the status of the requests is in the approval process, click whichever options is applicable.



## SELECTING A SYSTEM

4. **Select a System** - Click > **Active Directory (AD)** for all account access to basic functions like:
- The VSU Network
  - University email
  - Shared folders
  - Shared mailboxes
  - Security Groups

### Select a System

Name	Description	Notes
Active Directory	Access Request	This option can be used to request normal User network and email accounts as well as: Shared mailboxes, Shared Folder on S:Drive and P:Drive, VPN access and Services Accounts.
Active Directory Name Change		
AD Group Membership	Request inclusion in an Active Directory Group	
Banner - Admissions	Banner - Admissions	Supervisor approval
Banner - Advancement	Banner - Advancement	Supervisor approval
Banner - Finance	Banner - Finance	Supervisor approval
Banner - Financial Aid	Banner - Financial Aid	Supervisor approval
Banner - Human Resources	Banner - Human Resources	Supervisor approval
Banner - Student	Banner - Student	Supervisor approval

## BANNER ACCESS

1. **Self-Service Banner** and **Internet Native Banner** can also be requested by clicking on the Banner service that you require.

**NOTE:** Before Banner access can be granted, you **must** complete Banner Security training.

### Select a System

Name	Description	Notes
Active Directory	Access Request	This option can be used to request normal User network and email accounts as well as: Shared mailboxes, Shared Folder on S:Drive and P:Drive, VPN access and Services Accounts.
Active Directory Name Change		
AD Group Membership	Request inclusion in an Active Directory Group	
Banner - Admissions	Banner - Admissions	Supervisor approval
Banner - Advancement	Banner - Advancement	Supervisor approval
Banner - Finance	Banner - Finance	Supervisor approval
Banner - Financial Aid	Banner - Financial Aid	Supervisor approval
Banner - Human Resources	Banner - Human Resources	Supervisor approval
Banner - Student	Banner - Student	Supervisor approval



- On the initial screen your information and your Supervisor's Name will automatically populate. If the **Supervisor Name** is incorrect, type in the correct name and click the icon with the check mark to add them.

Active Directory

User Type\*  New User  Existing Account

Name\*   

Employment Status\*  Faculty  Staff - Classified  Staff - Hourly  Student  Contractor  Other

Job Title\*  V Number

Department\*  Telephone Number

Building\*  Room

Start Date   End Date  

Supervisor\*   

Justification\*

Additional Information

- Select "New User" for new employees only and fill in all fields with an (\*) by them.
  - Select "Existing Account" for an existing employee. Most of their information will populate. Fill in all fields that have an (\*) by them.
- Justification** - *New User, Shared Mailbox, folders and all other access*
    - For a shared mailbox or security group provide the name of all individuals requiring access
  - Additional Information** – Include any additional information that may be unique to your department or that will assist with account creation.
  - Account Requested** – The **Standard Account** box must be checked to complete the request. You can select any of the other options as well at this time.

Please ensure that the account listed below is correct.

Role/Type	Account Update	Description
<input type="checkbox"/> ODBC	jwashington	
<input type="checkbox"/> Service Account	jwashington	
<input type="checkbox"/> Shared Folder	jwashington	
<input type="checkbox"/> Shared Mailbox	jwashington	
<input type="checkbox"/> Standard Account	jwashington	
<input type="checkbox"/> VPN Access	jwashington	

If you select any of the other Roles/Types with the exception of VPN you will need to provide the name and/or location of the file in the description field.

- a. Once you check all applicable roles/types click the update option.
  - Existing users will be added automatically
  - Add the name (first and last name) for new user
  
- b. Verify that all fields are complete and Click > **Submit**

Once submitted, you and your Supervisor will receive an email. Your supervisor will need to click the second link in the email message to approve the request. Make sure that you contact your supervisor to ensure that he/she approves the request.

After the Supervisor approves the request, it will pass to the System Owner for approval.

When all approvers are complete, the Applications Security Administrator will complete your request. You will receive an email notification once the accounts have been created. You will now have access to the requested system(s).

Once you have received notification that your new Employee Active Directory and Email Account has been created, notify the **Technology Services Training Consultant** to schedule Banner Security training. Technology Services Training Consultant, Shahla Roayaei can be reached either by phone or email: ((804) 524-7093 or [sroayaei@vsu.edu](mailto:sroayaei@vsu.edu)).

**Paper forms will no longer be accepted for access to University systems. If you have any questions or issues using the form, contact the VSU Help Desk at (804) 524-5210.**