

Procedure for Provisioning Access to Lamar Electronic Information Resources for Pre-employed Faculty using Banner

Form: Pre-employment Faculty Electronic Information Resource Security Access Request Form

Purpose: To assure all required information is in Banner for Information Technologies (IT) to create security access to Lamar Electronic Information Resources, including campus email, Self-Service Banner (SSB) and the LU Learn (Blackboard) Learning Management System.

Pre-requisite work to account creation:

- Section 1: Hiring department completes and sends the form to the Provost.
- Name - used by Banner to generate the Third Party ID (TPID or username)
 - Birth date – used by Banner to create PIN, the initial password for SSB
 - Contact info - used by IT Security Operations Center (SOC) to notify pre-employee of their security access. No data entry required into Banner.
 - Course(s)/term pre-employee will be teaching – used by Distance Education to verify that the course(s) and faculty are provisioned within LU Learn LMS.
 - Hire date – used by IT to determine when the audit report will run to verify employment of the pre-employee. IT will not deactivate access of the pre-employee unless approved by the Provost's office.
 - Hiring department or Dean of College signature - indicates authorization.
 - Former/Current student? Former/Current employee? Ever paid by LU? Response(s) used to determine if a record in Banner exists for this person. Alumni, current student, employee, faculty or vendor would respond "Yes".
- Section 2: Provost signs indicating approval for security access to be granted and sends to Human Resources (HR).
- Section 3: HR enters or verifies name and birth date in Banner, writes in Banner ID and returns form to the Hiring department.
- Section 4: Hiring department updates faculty information in Banner and sends to IT.
- Faculty indicator - check the faculty box on the SIAINST form which is required to access to the faculty tab in SSB and to associate the Banner ID to course(s).
 - Course(s)/Semester – update the Banner ID on the SSASECT form to associate the courses to this individual.

Account creation process:

- Section 5: IT creates the campus email account and SSB access and sends to Distance Education.
- Service Desk Ticket - used to track account provisioning activities
 - Third Party ID (TPID) - manually generate TPID and PIN in Banner on GOATPAD
 - LEA (Active Directory) account
 - Lamar email account
 - Banner campus email address updated on GOAEMAL form (email type "CA")
- Section 6: Distance Education generates the faculty login and course(s) in LU Learn based on the data in Banner, updates this Section and sends to IT.
- Section 7: IT contacts the pre-employee and sends a copy of the form to the hiring department, HR and the Provost's office.
- Pre-employee is notified of login instructions including username and password using contact information provided
 - Send copy of the form to the Provost's office
 - Send copy of the form to HR to match with hiring packet per HR's request
 - Send copy of the form to the Provost's office