

**Lamar University**  
**Pre-employment Faculty Electronic Information Resource**  
**Security Access Request Form**

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*Section 1: Hiring department completes this section and sends to Provost.*

**Hiring Dept:** \_\_\_\_\_ **Dept contact:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Birth date:** \_\_\_\_\_  
(FIRST, MI, LAST, SUFFIX) MM/DD/YYYY

**Contact info:** \_\_\_\_\_ **Hire date:** \_\_\_\_\_  
PERSONAL EMAIL OR PHONE NUMBER MM/DD/YYYY

**Course(s)/Semester:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Former /current student?**  Yes  No  
Hiring department/Dean Date **Former/current employee?**  Yes  No  
**Ever paid by LU as vendor?**  Yes  No

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*Section 2: Provost signs and sends to Human Resources (HR).*

**Approval:** \_\_\_\_\_  
Provost (Sponsor for account) Date

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*Section 3: HR enters name and birth date into Banner, writes in Banner ID and sends to Hiring department.*

**Banner ID:** \_\_\_\_\_

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*Section 4: Hiring department updates Banner with Faculty information and sends form to Information Technology (IT).*

**Faculty indicator verified:**  Yes  No **Course(s) associated with faculty:**  Yes  No

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*Section 5: IT creates campus email, SSB access and sends to Distance Education.*

**Service Desk Ticket #:** \_\_\_\_\_ **TPID:** \_\_\_\_\_ **PIN created:**  Yes  No

**LEA (Active Directory) created:**  Yes  No **Campus email:** \_\_\_\_\_

**Zimbra email account created:**  Yes  No **Banner email updated (CA):**  Yes  No

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*Section 6: Distance Education creates BlackBoard account, updates form and sends to Information Technology.*

**BlackBoard LMS faculty account and courses created:**  Yes  No

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*Section 7: IT notifies pre-employee and sends copy to hiring department, HR and Provost.*

**Notified:**  Yes  No (explain) \_\_\_\_\_

**Send copy to:**  Hiring department  Provost's office  Human Resources

**Date completed:** \_\_\_\_\_