



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

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

Hiring Dept: _____ Dept contact: _____

Name: _____ (FIRST, MI, LAST, SUFFIX) Birth date: _____ MM/DD/YYYY

Contact info: _____ PERSONAL EMAIL OR PHONE NUMBER Hire date: _____ MM/DD/YYYY

Course(s)/Semester: _____

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

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

Approval: _____ Provost (Sponsor for account) _____ Date _____

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

Banner ID: _____

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

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: _____

Lamar email account created: Yes No Banner email updated (CA): Yes No

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

BlackBoard LMS faculty account and courses created: Yes No

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: _____