

# Supervisor Guidelines for Requesting Computer/System Accounts

---

## BlueNet Account

### *New employees (full-time faculty/staff, adjunct faculty, UA, student worker)*

After all paperwork has been completed through HR and the new employee is active in Banner, you may request a BlueNet account for the new employee using the online [BlueNet Account Request system](#). You will need the employee's 8-digit Banner ID number. Full instructions for using this system are [located here](#). Shortly after submitting the request, you will receive an email from "CCSU Accounts Management" with further instructions for the employee to activate their new BlueNet account using the online Accounts Management System (except for student workers, you will receive their username and temporary password directly). Depending on the resources requested, additional emails may be sent to resource owners/authorizers to log in to Data Privilege to approve the resource requests.

### *Department transfers (full-time faculty/staff, adjunct faculty, UA, student worker)*

When an employee transfers departments (no break in employment), their BlueNet account will remain active but all department-specific access for the department they are leaving will be removed. This will allow the employee to log in to a computer and access email until department specific access is requested from the new department. After the employee's department has been updated in Banner, you may update the employee's department-specific access using the online [BlueNet Account Request system](#). Select "New Employee" because they are considered a new employee in your department for the purpose of access. You will need the employee's 8-digit Banner ID number. Full instructions for using this system are [located here](#). Shortly after submitting the request, you will receive an email "CCSU Accounts Management" with further instructions for the employee (for student workers, you will receive their username and temporary password directly). Depending on the resources requested, additional emails may be sent to resource owners/authorizers to log in to Data Privilege to approve the resource requests.

### *Vendors, Volunteers, or Unpaid Employees*

Contract vendors, volunteers, and unpaid employees are those who are not set up as an employee in Banner. BlueNet accounts for those who fall into these categories must be sponsored by a CCSU employee to ensure it is being used according to our policies and procedures. Accounts that fall into this category have an expiration date (August 1<sup>st</sup> of each year unless a specific date is provided) and must be renewed annually. The person using the account will need to sign the [IT-001 Acceptable Use Policy](#) and it needs to be attached to the request form. BlueNet accounts for those who fall into this category must be requested using the [Vendor/Unpaid Employee Account Request](#) form. When the account is ready for use, you will receive an email from "CCSU Accounts Management" with further information for use of the account.

### *Guests*

Guests are those who are not employees of CCSU and need computer access for a specific event, such a guest lecturer or an attendee of a program taking place on campus. A guest BlueNet account must be sponsored by a CCSU employee to ensure it is being used according to our policies and procedures. Guest BlueNet accounts have expiration date not to exceed 90 days from the date the account is requested (you may request to extend this date by contacting the IT Help Desk). Guest BlueNet accounts must be requested using the [Guest Account Request](#) form. When the account is ready for use, you will receive an email from "CCSU Accounts Management" with further information for use of the account.

# Supervisor Guidelines for Requesting Computer/System Accounts

---

## Banner/Hyperion/Slate/OnBase Accounts

*New employees (full-time faculty/staff, adjunct faculty, UA, student worker)*

After the new employee has activated their BlueNet Account, they may use the online

[Banner/Hyperion/Slate/OnBase Account Request](#) system to request access to Banner/Hyperion/Slate/OnBase. The supervisor will receive an email to approve the request, and it will then be routed to the IT Department for processing. The employee will receive an email from the IT Help Desk with their account information.

*Department transfers (full-time faculty/staff, adjunct faculty, UA, student worker)*

After the employee's BlueNet account has been updated under the new department, they may use the online [Banner/Hyperion/Slate/OnBase Account Request](#) system to request access to Banner/Hyperion/Slate/OnBase. The supervisor will receive an email to approve the request, and it will then be routed to the IT Department for processing. The employee will receive an email from the IT Help Desk with their account information.

*Vendors, Volunteers, or Unpaid Employees*

After a BlueNet account has been activated, they may use the online [Banner/Hyperion/Slate/OnBase Account Request](#) system to request access to Banner/Hyperion/Slate/OnBase. The supervisor will receive an email to approve the request, and it will then be routed to the IT Department for processing. The employee will receive an email from the IT Help Desk with their account information.

*Guests*

Guests are not permitted to have access to these systems.