



Requesting a New BlueNet Account

If you are a new employee's supervisor or have been delegated proper authority, you may request a BlueNet Account for the new employee online.

1. Navigate to the BlueNet Account Request System at <https://webapps.ccsu.edu/BlueReq>.
2. Log in with your BlueNet account.
3. Select Request New Employee Account.

4. Enter the new employee's 8-digit ID number and check the box that states you are authorized to request an account and click on Next.

5. If the new employee is set up properly in Banner, the screen below will open. Complete the supervisor field, then click Next.

NOTE: If the new employee is not set up properly, or there is an existing account for the employee, you will get an error message.

Go to http://www.ccsu.edu/it/itservices/bluereq_info.html for a listing of all error messages and how to proceed or call the IT Help Desk at ext. 21720.

6. You will then be prompted to confirm/update network resource access for the new employee. By default, the new employee receives access to your departmental netshare and is added to the department's email distribution list. If you would like to remove either of these resources, click on the check box, then click on the Remove button. To add additional network resources,



BlueNet Account Request System

click on the Add button and select the resources from the list. When you have finished adding or removing network resources, click on Next.

The screenshot shows the 'New Employee BlueNet Account Request System' interface. The main content area is titled 'Network resource access for new employee'. Below this, there is a search bar and a list of resources under the heading 'Department & Group'. The resources listed are: 'Information Technology - Chief Information Officer', 'Information Technology Services list - Distribution List/Security Group', and 'InfoServ.fs - InfoSupt-InfoServ'. There are 'Add' and 'Remove' buttons for each resource. At the bottom of the list, it says 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'. There are also 'Next' and 'Cancel' buttons at the bottom of the form.

7. After clicking Next, you will be prompted to confirm the information. Click Edit to make changes or Confirm to submit the request.

The screenshot shows the 'New Employee BlueNet Account Request System' interface. The main content area is titled 'New employee access confirmation'. Below this, there is a message: 'Please review the information below for accuracy. To make changes, click on the Edit button. Click on the Confirm button to submit the request.' Below the message is a table with the following information:

Date requested	April 28, 2016
Requested by	Romero, Enrique (InfoTechServ)
New employee's 8-digit ID	30265568
New employee's username	romeroenj
New employee's full name	Enrique Romero
New employee's account type	Faculty/Staff
New employee's department	Information Technology
New employee's supervisor	Romero, Enrique (InfoTechServ)
Add employee to dept distribution list	No
Add employee to departmental netshare (S: drive)	No
Adding additional access	Yes

Below the table, it says 'User being added to the following groups' and lists the following groups: 'Information Technology - Chief Information Officer', 'Information Technology Services list', and 'InfoServ.fs'. There are 'Edit', 'Confirm', and 'Cancel' buttons at the bottom of the form.



- Once the request is submitted, you will receive a confirmation screen. You may then log out or request another account.

New Employee BlueNet Account Request System Romero, Enrique (InfoTechServ) | Logout

CCSU Home > Information Technology Home > Request New Employee Account Form

Accounts Management

Banner/Hyperion Account Request

BlueNet Account Requests

» Request New Employee Account

» Modify Account Permissions

Information Technology Forms

Webnow Account Request

Contact Information
IT Help Desk
Monday - Thursday 7:30am - 8pm
Friday 7:30am - 5pm
(860) 832-1720
techsupport@ccsu.edu

Request submitted successfully

Thank you for submitting this BlueNet account request. You will be notified through email when this process has completed with further instructions. For more information [click here](#).

Date requested	April 28, 2016
Requested by	Romero, Enrique (InfoTechServ)
New employee's 8-digit ID	30265568
New employee's username	romeroenj
New employee's full name	Enrique Romero
New employee's account type	Faculty/Staff
New employee's department	Information Technology
New employee's supervisor	Romero, Enrique (InfoTechServ)
Add employee to dept distribution list	No
Add employee to departmental netshare (S: drive)	No
Adding additional access	Yes

User being added to the following groups

Information Technology - Chief Information Officer	Information Technology Services.list
	InfoServ.fs

NOTE: To request a BlueNet account for another new employee, click on Request Another. If you are finished, click on Logout.

[Request Another](#) [Logout](#)

New Employee BlueNet Account Processing

After submitting the new employee's BlueNet account request, two actions take place:

- Network resource approval - Data Owners/Authorizers for any network resources requested will receive an email from our Data Privilege system with instructions to approve the requested resources. If you are the Data Owner/Authorizer for any network resources you requested for the employee, these will be automatically added to the account. Any resources that need approval will not be added to the employee's account until the Data Owner/Authorizer approves the request.
- Account activation – Our system processes the account activation and stages the new employee's account for activation. Within 15 minutes of submitting the request, you will receive an email with instructions for the new employee to complete the activation of their BlueNet account through the online Accounts Management System. If the new employee is a student worker, you will receive a username and password in the email, as they do not need to use Accounts Management to activate their account.

Modifying an Existing Employee's BlueNet Account

You may also use the BlueNet Account Request System to modify an employee's network resource access.

- Navigate to the BlueNet Account Request System at <https://webapps.ccsu.edu/BlueReq>.
- Log in with your BlueNet account.



3. Select Modify Account Permissions.

4. Enter the employee's 8-digit ID number and check the box that states you are authorized to make account changes and click on Next.

5. If the employee has an existing BlueNet account, the screen below will open. Confirm this is the correct employee and click on Next. If you need to select a different employee, click on Cancel. *NOTE: If the employee does not have an existing BlueNet account or is not set up properly, you will get an error message.*

Go to http://www.ccsu.edu/it/itservices/bluereq_info.html for a listing of all error messages and how to proceed or call the IT Help Desk at ext. 21720.



- The employee's current network resources will be displayed. Follow the on-screen instructions to add or remove access. Please note there may be several pages of access, use the navigation buttons on the bottom right to move through the various pages. When you have finished making changes, click on Next.

Employee BlueNet Account Permissions System Romero, Enrique (InfoTechServ) | Logout

CCSU Home > Information Technology Home > Modify Account Permissions Form

Accounts Management
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Employee network access

Current network resource access is listed below. To remove access, click the check box and then click the Remove button. To add additional network resource access, click on the Add button. Click Next to review any changes. For more information on requesting additional application access, such as Banner or ImageNow/WebNow, [click here](#).

Add **Remove** Search:

- Department & Group**
- Fiscal Affairs - Travel Office**
 - GelcoWebTravel.ctx - Users with access to the OLD GELCO on Citrix
- Information Technology - Chief Information Officer**
 - Information Technology Services.dept - Members of the Information Technology Services Department
 - Information Technology Services.list - Distribution List/Security Group
 - InfoServs - \\file01dept\it\infoserv
 - ScanDocsInfoServs - \\file01\scan\doc\scan\doc\info\serv
- Information Technology - Media Center**
 - MediaSpaceAdmin.role - Web Application Role
 - MediaSpaceUser.role - Web Application Role
- Information Technology - Technical Services**
 - AccountLogs.admin.role - Account Logs admin role
 - accounts.mbox - Users with access CCSU Accounts Management mailbox
 - alerts-fose.list - Distribution List for FOSE alerts
 - Alerts-Microsoft.list -
 - Alerts-NetApp.list - Distribution Group
 - Alerts-Printers.list - Distribution list for printer audits/reports
 - Alerts-SQL DBAs.list -
 - Alerts-VMware.list - VMware Alerts

Showing 1 to 15 of 52 entries Previous **1** 2 3 4 Next

Next Cancel

- After clicking Next, you will be prompted to confirm the information. Click Edit to make changes or Confirm to submit the request.

Employee BlueNet Account Permissions System Romero, Enrique (InfoTechServ) | Logout

CCSU Home > Information Technology Home > Modify Account Permissions Form

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Employee access confirmation

Please review the information below for accuracy. To make changes, click on the Edit button. Click on the Confirm button to submit the request.

Date requested	April 28, 2016
Requested by	Romero, Enrique (InfoTechServ)
Employee's 8-digit ID	30265568
Employee's username	romeroenj
Employee's full name	Enrique Romero
Employee's account type	Faculty/Staff
Employee's department	Information Technology
Employee's supervisor	McNickle, Sean (InfoTechServ)
Member of departmental distribution list	No
Member of departmental netshare (S: drive)	No
Change in employee's access	Yes

User being removed from the following groups

- Fiscal Affairs - Travel Office GelcoWebTravel.ctx

User being added to the following groups

- Information Technology BannerRoomCalendar.mgt

Edit **Confirm** Cancel



- Once the request is submitted, you will receive a confirmation screen. You may then log out or request another account.

Employee BlueNet Account Permissions System

Romero, Enrique (InfoTechServ) | Logout

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Employee's department	Information Technology
Employee's supervisor	McNickle, Sean (InfoTechServ)
Member of departmental distribution list	No
Member of departmental netshare (S: drive)	No
Change in employee's access	Yes

User being removed from the following groups

Fiscal Affairs - Travel Office	GelcoWebTravel.ctx
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User being added to the following groups

Information Technology	BannerRoomCalender.mgt
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NOTE: To request account access modifications for another employee, click on Request Another. If you are finished, click on Logout.

[Request Another](#) [Logout](#)

BlueNet Account Modification Processing

After submitting the BlueNet account modification request, two actions take place:

- Network resource approval - Data Owners/Authorizers for any network resources requested will receive an email from our Data Privilege system with instructions to approve the requested resources. If you are the Data Owner/Authorizer for any network resources you requested for the employee, these will be automatically added to the account. Any resources that need outside approval will not be added to the employee's account until the Data Owner/Authorizer approves the request.
- Account update – Our system processes the account updates and makes the approved modifications. For network resource access that required outside approval, you will receive an email from Data Privilege once the request has been processed.

Need Help?

Call the IT Help Desk at 860-832-1720 or email techsupport@ccsu.edu.