

Date Received: \_\_\_\_\_

Ticket No: \_\_\_\_\_

**St. John's University**  
Information Technology  
Administrative User Account/Access Request Form

**Please Read:** New Email & Network Accounts are generated automatically upon completion of Human Resources entry in Banner.  
**Incomplete forms will be returned for completion.**

**User Information**

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Phone: \_\_\_\_\_  
StormCard ID No: \_\_\_\_\_  
St John's E-Mail Address: \_\_\_\_\_ NT Logon: \_\_\_\_\_  
User Location: Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Room #: \_\_\_\_\_

**User Type (Check all that Apply)**

Faculty  GA  Student  Administrator  Staff  Other   
Full Time  Part Time  New Employee  Transfer

**Nature of Request**

- |    |   |     |  |                |                   |      |        |
|----|---|-----|--|----------------|-------------------|------|--------|
| 1. | NT Department<br>Share/Directory                  | [ ] | Add  | [ ]            | Update            | [ ]  | Delete |
|    |   |     | <b>Select one:</b>                         |                |                   |      |        |
|    |   |     |  | READ/WRITE     | READ ONLY         |      |        |
|    |   |     | Share/Directory Name(s)/Location(s): _____ |                |                   |      |        |
| 2. | BANNER Account                                    | [ ] | Add  | [ ]            | Update            | [ ]  | Delete |
|    | Banner Account Like: _____                        |     |  |                |                   |      |        |
| 3. | SDA Account                                       | [ ] | Add  | [ ]            | Update            | [ ]  | Delete |
|    | SDA Account Like: _____                           |     |  |                |                   |      |        |
| 5. | Xtender   | [ ] | Add  | [ ]            | Update            | [ ]  | Delete |
|    | Create Xtender Account Like/Indicate Role: _____  |     |  |                |                   |      |        |
| 6. | Workflow  | [ ] | Add  | [ ]            | Update            | [ ]  | Delete |
|    | Create Workflow Account Like/Indicate Role: _____ |     |  |                |                   |      |        |
| 7. | EFC (Elec. File Cab.)                             | [ ] | Add  | [ ]            | Update            | [ ]  | Delete |
|    |   |     | <b>Select one:</b>                         |                |                   |      |        |
|    |   |     |  | Admissions EFC | Financial Aid EFC | Both |        |
| 8. | Other(Specify in<br>Comments)                     | [ ] | Add  | [ ]            | Update            | [ ]  | Delete |

**Please Note: Banner Finance access requires additional finance access form to be completed.**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**User Signature**

By signing this form you agree to the network policy terms and conditions found on the HR policy manual (policy number 901).  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Department Authorization (Director, Dean, VP, etc.)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Email Request to [SJUServicedesk@stjohns.edu](mailto:SJUServicedesk@stjohns.edu) with subject line "Access Request" (Without the quotes)**  
**If you prefer to Fax - 718 990-2002 Attention to Front Desk Newman Hall B1**  
**For status updates on Access Request please email: [Useraccess@stjohns.edu](mailto:Useraccess@stjohns.edu)**

**St. John's University**  
Information Technology  
Administrative User Account/Access Request Form  
**Instructions**

---

**Overview:**

- E-mail & network accounts are generated automatically for all new employees (faculty, administrators, & staff) entered into HR Banner system.
- Only submit forms for employees that are in Banner, if the user has not started, please do not submit a form.
- Accounts are automatically disabled when an individual's employment is terminated from the University.
- This form is to be used if additional access is needed to perform job or if access needs to be removed due to change in job responsibilities.
- If a user is transferring departments, make sure to submit a form removing access to former department network shares
- All requests will be processed within **5** business days from receipt of completed form.
- Please return the form one of the following ways:
  - Email as an attachment to [SJUServicedesk@stjohns.edu](mailto:SJUServicedesk@stjohns.edu) with the subject line 'Access Request'
  - Fax to #718 990-2002
  - Interoffice mail to: IT Services – Attention Front Desk Newman Hall B1
- Any questions please email: Useraccess@stjohns.edu

**Instructions:**

All information in the top section of the form titled User Information is required to be completed.

- Select all options in the section titled User Type, that apply to individual requesting access, ie, an administrator can also be a student.
- Enter information in section titled Nature of Request that specifies access being requested. For each access type, please specify if adding, updating or deleting.
  - **Add** is used if new or additional access is being requested for an individual
  - **Update** is used if requesting a change to the type of access for an individual
  - **Delete** is used if requesting specific access be removed for an individual, ie an individual transfers to a new position, their access for prior job responsibilities might need to be revoked.
  - **NT Share Directory:** this option is used to grant, change or revoke access for an individual to an existing share directory (cannot use same as option).  
Provide the full path for each share needed (including the server name and share/directory name; e.g. \\s\_qnew144fil01\advancement). To get this info Double Click on My Computer and Click on the network drive to see the full path.  
**Read/Write** - allows individual with ability to see all files, make changes to files, delete files and create new files on the share directory.  
**Read only** - will prevent individual from making changes and delete files.  
Any questions should be directed to your department IT Representative or x5000. **Note:** this form is not used to create a new department share directory.
  - **Banner Account:** if wishing to grant same access privileges as another individual, specify the user's name.
  - **SDA Account:** if wishing to grant same access privileges as another individual, specify the user's name.
  - **Xtender:** if wishing to grant same access privileges as another individual, specify the user's name. Specify specific role being requested if different than another individual, ie finaid user, finaid manager, etc.
  - **Workflow:** if wishing to grant same access privileges as another individual, specify the user's name. Specify specific role being requested if different than another individual, ie dean, approver, registrar, etc.
  - **EFC:** currently there are 2 electronic file cabinets, specify which file cabinet being requested.
  - **Other:** all other requests to be handled need to specific and described.
- User signature and the department authorization signature **MUST** be completed.