SO | Southern OREGON
U UNIVERSITY

Faculty/Staff
New Account Request Form

For new hires, or if you are requesting Banner access, please complete this form and send it to IT-Notices@sou.edu. If you have not done so, please follow the Initiating a Recruitment instructions for new hires.

* Indicates Required Fields			
*ID #	***Last Name:**	***First:**	**MI:**
*Job Title:	***Dept:**		**Phone:**
*Alternate Email:		***Start Date:**	

Please check your appropriate category boxes below:

Perm Faculty	Adjunct Faculty	Staff (Unclassified)	Staff (Classified)	Student Employee	Other

If Other (specify):

Account Type (check all that apply):

*Banner FIS access also requires the completion of the Business Services Banner FIS and HRIS Access Security Agreement, which can be found at https://inside.sou.edu/bus-serv/fis/fishr-access.html.

Network/Email	Banner HR	Banner Student	Banner Finance *	Workday	Box

If you need the same **Banner** access as another user, please list their name here:

Intended use for Banner Account:

If you need the same **Workday** access as another user, please list their name here:

Intended use for Workday Account:

If you need the same **Box** access as another user, please list their name here:

Box-Folder Access:

Please list any **specialized software** needed:

Authorized by:

[REQUIRED] I have read and agree to abide by the SOU Acceptable Use Policy regarding the computer account(s) requested. (https://inside.sou.edu/assets/policies/docs/FAD038-computing-resources-acceptable-use.pdf)

*User Signature:	**Date:**

Account Duration:	Indefinite	Temporary	**If Temporary Enter expiration date:**
*Signature of VP / Director / Chair:		**Date:**	
VP/Director/Dean or Chair Name:		**Title:**	