

# Access Quick Sheet

All of the below forms can be found at <http://uits.kennesaw.edu/banner/forms.php>.

## Banner Administrative Pages Access

### New to KSU Employee

- Banner Admin Pages New User and Buckley Form
- FERPA Certificate

### Transfer between KSU departments

- Banner Admin Pages New User and Buckley Form
- FERPA Certificate (must have been taken within the last year)

### Position Change within the same Department

- Banner Admin Pages Access Add/Change Form

### Change Banner Access (provide more or less)

- Banner Admin Pages Access Add/Change Form

## Nolij Access

### New User Account

- Nolij Web User Request Form
- FERPA Certificate

### Update Current Access/Changed Departments/Changed Position

- Nolij Web User Request Form

## Employee needs Schedule Building

- Schedule Building Access Request
- Also needs to request access to the Department Chair menu in KSU Connect

## Employee needs to Change Degree Program/Advisor

- Change Degree Advisor Access Request

## Owl Express, Degree Works Access

- Owl Express Access Request

## KSU Connect Access (“Banner Related” tab and/or other access)

1. From your preferred web browser, navigate to <http://uits.kennesaw.edu/>.
2. Under “Popular Services” (left hand side) select “Request Forms”.
3. Select Technology Service Requests.
4. From the “Select a form” drop down, choose “New Account(s) Set Up”.
5. Select campus.
6. Fill in Section 1: Supervisor/Administration Information.
7. Fill in Section 2: Employee Information.
8. Fill in Section 4: Requested Accounts by checking off “KSU Connect”.
  - a. In the “Other” box it is helpful to say exactly what processes the individual needs.
9. When done, select “submit”.

The FERPA Online Training course is located at **owltrain.kennesaw.edu**. After receiving a score of 100%, the FERPA certificate will become available to download.

For questions in regards to **Banner Access** (how to fill out form, what to include, etc.) contact **bannerforms@kennesaw.edu**.

For questions in regards to KSU Connect Access or **technical issues** (ex. Locked out of system), contact **service@kennesaw.edu**.

As part of the recertification process, Banner accounts will be audited to ensure employees are using their accounts. After September 1st, user accounts in which the user has not logged in subsequent to September 1st of the previous year will be **deleted**.