

New Account Request Procedure

Section I. Creating a New/Transfer Account

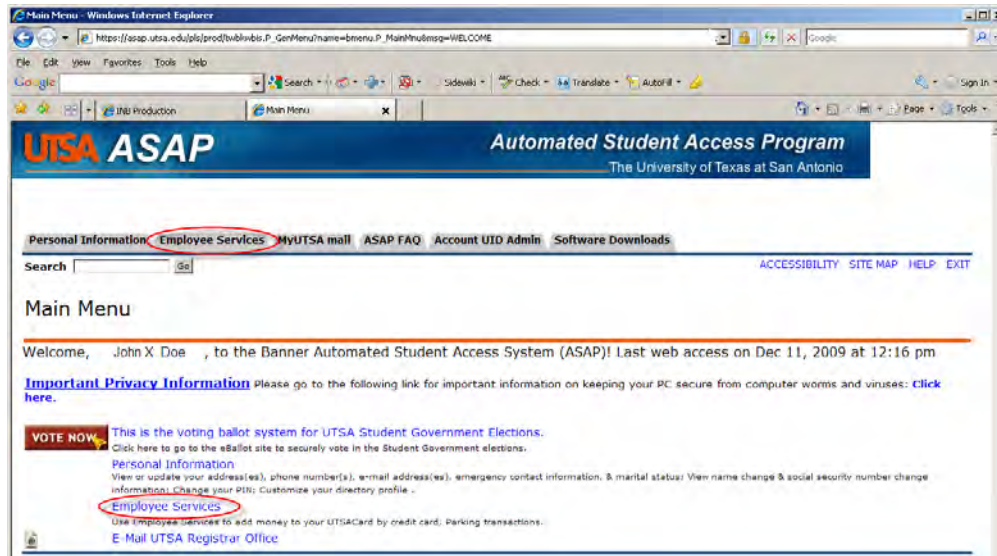
This procedure is for creating an account for

- New employees
- Employees returning to UTSA after separation from the university
- Employees transferring from a different department into yours

Note: There is no change to the procedure to request guest accounts – you will continue to submit the wireless guest account form. Also, if you need a modification to an existing network account (name change, extension of expiration date, addition of access to a folder, etc.) **do not** fill out an account request form. Please e-mail any requested changes requested to **oitsupportservices@utsa.edu**.

Before you start, please gather the following information: new employee's Banner number, department name, office location, office phone number, supervisor's name, supervisor's phone number and the Banner number of an account you want to use as a model for this account.

1. Log in to ASAP (<https://asap.utsa.edu>) with your Banner number and PIN.



2. Click **Employee Services** (either the tab or the link).

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Employee Services

[UTSACard](#)
Use this link to access all the online capabilities of your UTSACard.

[Business Auxiliary Services Parking Division](#)
Business Auxiliary Services Parking Division - Use this link to view parking information (vehicles, permits, citation)

[Campus Recreation Waiver](#)
Required documents for use of the recreation center.

[Student Judicial Affairs](#)
Student Judicial Affairs online system

[UTSACARD Administrative Services](#)
Administrative Services


[Network Account Forms](#)
Network Account Request Form

3. Click the **Network Account Forms** link.

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 **The Office of Information Technology**
The University of Texas at San Anton

[Create a New/Transfer Network Account](#)

[Create the Departmental Calendar](#)

[Create Departmental Email Account](#)

[Employee Separation](#)

4. Click the **Create a New/Transfer Network Account** link.

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Search Go RETURN TO MENU SITE MAP HELP EXIT

JavaScript must be enabled

Please input the users Banner ID:

(example. @01111111)

First Name Middle Initial Last Name

Permanent Employee (Full/Part time) Temporary Employee (Student/Work Study)

Reset

5. Enter the Banner number, including the @ symbol. Enter the name (optional) – enter a name only if the e-mail display name must be changed. Select if employee is Permanent or Temporary. Click **Continue**.

Section II. For Permanent Employees (if you have created the account for a Temporary Employee, skip to Section III.)

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New or Transfer Permanent Employee Only

Faculty/Staff Use Only

Account ID: abc123 EID:

Employee Name: Jane T. Doe BannerID: @012345678

Title/Role Please select a the title Department* Please select a the Department

Office Location(Rm#)* Please select a building Office Phone*

Director/Supervisor* Supervisor Phone*

Primary Campus Location: 1604/UH Downtown ITC

Current employee (co-worker) to model account after:*

Name Banner

Printer: Local Department Network Printer ++

Network Printer Name Please select the print server requires ++

Additional Requests: (100 words or less)

1. Verify Employee Name, Banner number, and EID.
2. Select Title/Role from the dropdown box. Choices are limited to what is in Define/HRMS.
3. Select Department. Choices are limited to what is listed in Define/HRMS.
4. Select the Office Location (building).
5. Enter Room Number in the box next to Office Location.
6. Enter Office Phone number.
7. Enter Director/Supervisor name.
8. Enter Supervisor Phone number.
9. Select Primary Campus Location.
10. Enter the name and Banner number of a current employee whose Banner account should be used as a model for the new account you created.

Name Banner

Printer: Local Department Network Printer ++

Network Printer Name requires ++

Additional Requests: (100 words or less)

* Required Fields

Improperly filled in form will contribute to possible delays in creating accounts.

By submitting this form, **you acknowledge that this employee has read** and reviewed the University of Texas at San Antonio Handbook of Operating Procedures sections concerning use of state resources, use of information technology and information security practices, including sections 4.1, 4.2, 8.12, 9.11, and 9.17. Failure to comply with these policies may result in a termination of account privileges and disciplinary action.

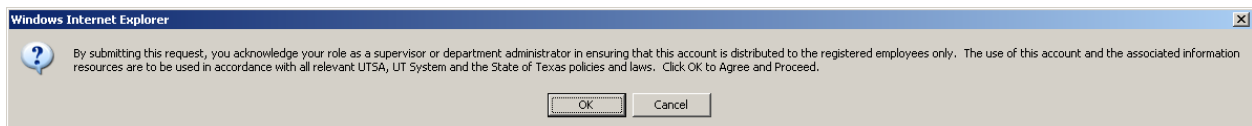
[UTSA Handbook of Operating Procedures](#)

It is the responsibility of the employee's supervisor and Department to ensure that the employee's use of this account and associated information resources is in accordance with all relevant UTSA, University of Texas System and State of Texas rules, guidelines and laws. **It is also the responsibility of the supervisor and department to notify the SNG (Separation Notification Group) upon the termination of employment of the person for which a network account is requested.**

[Employee Separation](#)

Date: 05-JAN-10

11. Select the printer that the new employee will use.
 - a. Local – A printer that is attached to a single PC and is generally only available to the user who is logged on to that PC.
 - b. Department network printer – a printer that is used by several people in the department.
12. Select the print server name. Enter the print queue name.
13. Add any additional requests such as access to departmental email account, departmental calendar, additional network printers or other resources not specified earlier.
14. Click **Submit Network Request**.



15. Click **OK** to confirm.
16. Either print your screen or make note of the confirmation number.
17. Click **Return to Main Request menu**.
18. Click **EXIT** if you are done using ASAP.

Section III. For Temporary Employees (if you have created the account for a Permanent Employee, go back to Section II.)

Workstudy/Student Part time/Temporary employee

Faculty/Staff Only

Account ID: abc123		EID:	
Name: Jane Doe		BannerID: @01234567	
Title/Role <small>Please select a the title</small>	Department * <small>Please select a the Department</small>		
Office Location(Rm#) * <small>Please select a building</small>	Office Phone *		
Director/Supervisor *	Supervisor Phone *		
Does this Employee need access to: (optional)			
<input type="checkbox"/> Department Common Folder			
<input type="checkbox"/> Personal I drive folder			
<input type="checkbox"/> Outlook Email (Example:user@utsa.edu)			
Primary Campus Location: <input type="radio"/> 1604/UH <input type="radio"/> Downtown <input type="radio"/> ITC			
Current employee (co-worker) to model account after: *			
Name		Banner	
Printer: <input type="radio"/> Local <input type="radio"/> Department Network Printer **			
Network Printer Name <small>Please select the print server</small> requires ++			
Additional Requests: (100 words or less)			

1. Verify Employee Name, Banner number, and EID.
2. Select Title/Role from the dropdown box. Choices are limited to what is in Define/HRMS.
3. Select Department. Choices are limited to what is listed in Define/HRMS.
4. Select the Office Location (building).
5. Enter Room Number in the box next to Office Location.
6. Enter Office Phone number.
7. Enter Director/Supervisor name.
8. Enter Supervisor Phone number.
9. Select if temporary employee needs to have access to the department common drive, personal I: drive folder and Outlook e-mail address.
10. Select Primary Campus Location.
11. Enter the name and Banner number of a current employee whose Banner account should be used as a model for the new account you created.

Name Banner

Printer: Local Department Network Printer ++

Network Printer Name requires ++

Additional Requests: (100 words or less)

* Required Fields

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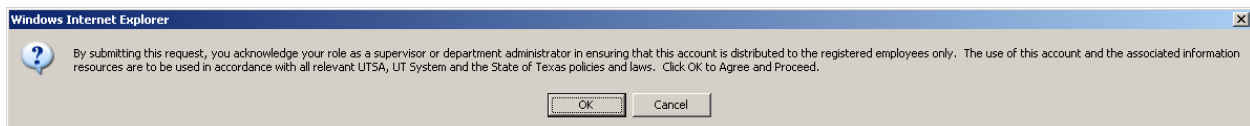
[UTSA Handbook of Operating Procedures](#)

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