



# Technology Access for HRMS

Managers should complete the [Technology Access for New Hire Request form](#) for every new employee. This form is used to request access to technologies such as distribution resource accounts, shared drives, Faculty web, SAS, or Banner Admin. This link will prompt the following options for choosing your new hire's technology needs. The questions are answered below according to the role of HRBP.

Will the employee need to be added to any job specific Distribution Lists?  
Yes, add HRMS to the following distribution lists:  
[hrstaff@kennesaw.edu](mailto:hrstaff@kennesaw.edu)

Will the employee need to be added to any job specific Resource Accounts?  
Yes, add HRMS to the following resource accounts:

Will the employee need permission to Shared Network Drives?  
Yes, add HRMS to M: Person

Will the employee require access to job specific Network Printers?  
No. HR does not have any networked printers.

Will the employee need to be added to Event Management Systems?  
Yes, EMS is the room reservation scheduling system.