



Technology Access for Student Employment Coordinator

Managers should complete the [Technology Access for New Hire Request](#) 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

Will the employee need to be added to any job specific Distributions?
Yes, add student employment coordinator to the following distribution lists:
hrstaff@kennesaw.edu

Will the employee need to be added to any job specific Resource Accounts?
Yes, add student employment coordinator to the following resource accounts:
hrstudentemployment@kennesaw.edu

Will the employee need permission to Shared Network Drives?
Yes, add student employment coordinator analyst to M: Peterson

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?

Will the employee need permission to Banner Admin? ([Requires Form](#) & FERPA training)

Will the employee need permission to Noli Web? ([Requires Form](#) & FERPA training)

- „ Add access to Ricoh
- „ Job Specific Systems found in the HR System Matrix