

NETWORK ACCESS FORM

TABLE OF CONTENTS

The objective of this documentation is to instruct authorized users on the process for completing and submitting an electronic Network Access Form

SECTION 1: OVERVIEW

- 1.1 Network Access Form Usage
- 1.2 Workflow Chart

SECTION 2: ACCESSING, COMPLETING & SUBMITTING A NETWORK ACCESS FORM

- 2.1 How to Access the Form
- 2.2 How to Complete & Submit the Form
- 2.3 Sample Welcome Communication

SECTION 3: TRACKING A NETWORK ACCESS FORM

- 3.1 Track the Status of the Form

Please direct general questions related to this process to the Office of Human Resources at x2903.

SECTION 1: OVERVIEW

1.1 Network Access Form Usage

This form is not required.

The purpose of the electronic Network Access Form is to establish base level security network access in cases where the individual has not been assigned an N# previously.

For employees new to the University, or returning to the University after a break in service, network access will be assigned on or shortly after the first day of work. If it is determined that network access is needed prior to the employee's first day of work, please complete this form to request early network access.

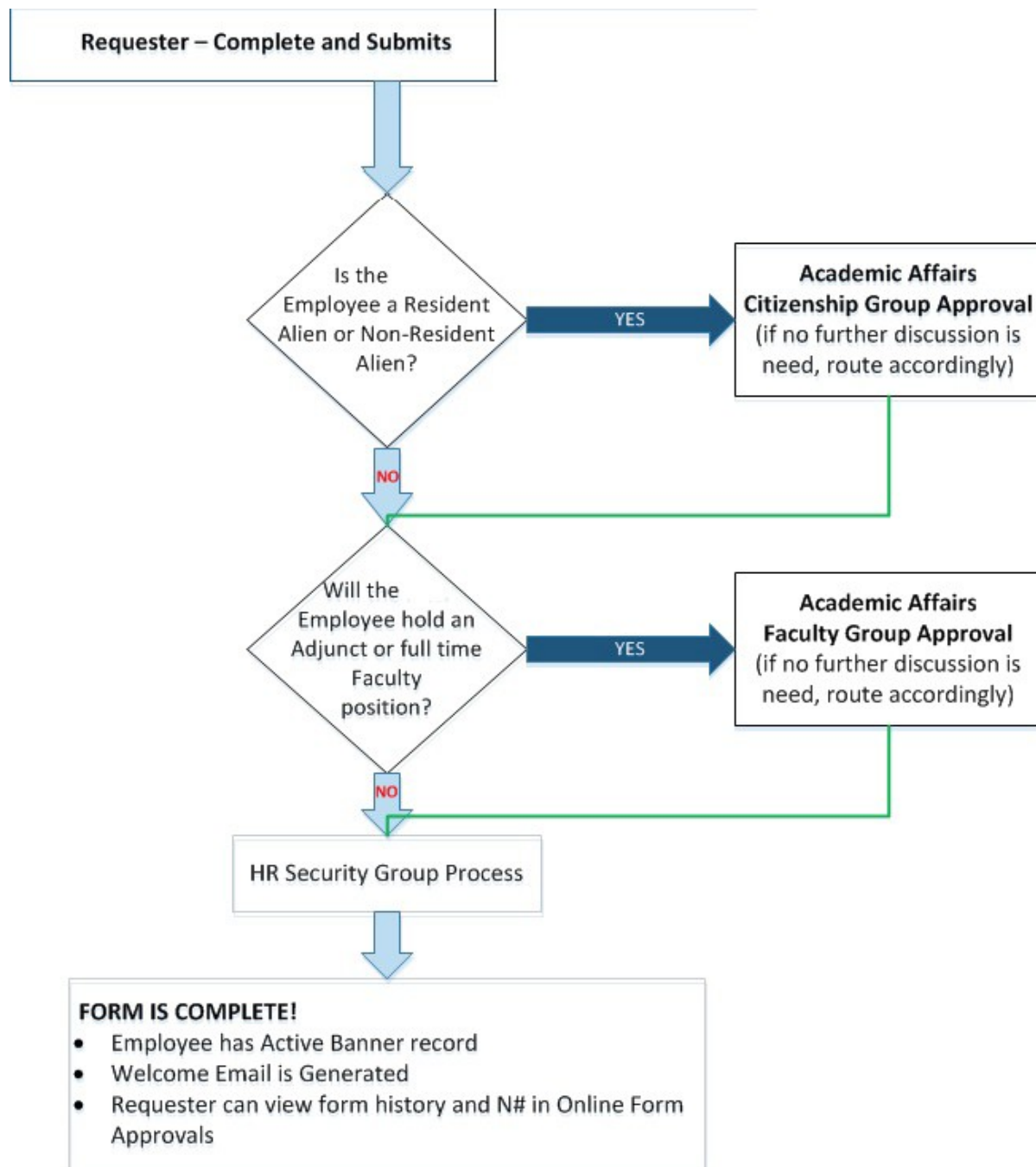
1. Department requester collects the required information from the employee:

- First Name
- Last Name
- Social Security Number
- Date of Birth
- Citizenship (US citizen, Permanent Resident, Resident Alien, or Non-Resident Alien)
- Email Address
- Permanent Address

NOTE: The electronic Network Access Form does not have an option to save without submitting, so be sure to collect all necessary information before starting the form.

2. The “Requester” completes the Network Access Form through Employee Online Forms in MyWings
3. Human Resources receives the form and creates a Banner ID (N#) and employee record
4. Human Resources approves the form, triggering a welcome email to the employee
5. The “Requester” can monitor the progress of the form through Online Form Approvals in MyWings.

1.2 Network Access Form Workflow Chart



If you have any questions regarding the electronic Network Access Form process, please contact the Office of Human Resources x2903.

SECTION 2: ACCESSING, COMPLETING & SUBMITTING

2.1 Accessing the Form

To Access the NETWORK ACCESS form:

1. Log in to UNF myWings
2. Select the **Staff** tab
3. Under **My Applications** click “Employee Online Forms”

The screenshot shows the UNF myWings interface for staff. At the top, there are navigation tabs: Home, Student, Staff (selected), and Alumni. Below the tabs, there are three main sections on the left: 'Approval Alerts' (with a message 'Web Access is not enabled'), 'HR Approvals' (with a link to 'HR Approvals'), and 'Time Reporting' (with a link to 'Time Sheet'). On the right, there is a 'My Applications' menu with a list of options. The option 'Employee Online Forms' is highlighted with a red rectangular box. Other options in the menu include 'Auxiliary Fund Dashboard [on campus only]', 'Banner SS Reports', 'DAR (Data Access Request System)', 'E-Prints', 'Employee Self Service', 'Finance Self Service', 'iContracts (Contract Routing)', 'Key Request', 'Kronos', 'Internet Native Banner (INB)', 'OASys (NEW) - Hiring and PD Module', 'OASys (ARCHIVE) - Hiring and PD Module', 'Online Form Approvals', and 'P-Card Login (SunTrust Bank)'.

4. Under **Human Resources** click on “Network Access Form”

The screenshot shows the 'Employee Online Forms' page. At the top, there is a yellow header bar with the text 'Employee Online Forms'. Below the header, there is a paragraph of text: 'Employee Online Forms is a menu to select and submit a new request. To make a decision or update a form / request that has already been submitted you will need to go to Online Form Approvals.' Below the text, there are two dropdown menus: 'Department:' with 'Human Resources' selected, and 'Category:' with 'All' selected. Below the dropdowns, there is a section titled 'Human Resources' with a blue background. Under this section, there are three sub-sections: 'Compensation' (with a link to 'Part-Time Faculty Contract'), 'Employment' (with links to 'Network Access Form', 'Outside Activity Report', and 'Recruit on a Vacant Line Request (Vacancy Pool)'), and 'Management' (with a link to 'Departmental Promotion Authorization'). A red arrow points from the 'Network Access Form' link to the 'Employee Online Forms' header. At the bottom of the page, there is a footer with the text 'RELEASE: 6.2', '[Main Menu]', and 'powered by SUNGARD HIGHER EDUCATION'.

2.1 Accessing the Form (continued)

5. Select "Yes" and click "Next" to start the request.

Michael Fritts,
This form is used to establish base level security access for a new employee.

Instructions:

- 1) Select "Yes" and click next to start the request.
- 2) Verify the contact information is correct.
- 3) Complete the form and click the **Submit** button at the bottom of the form.

You will receive a confirmation message at the top of the form.
* Note: All fields with an asterisk (*) beside them must be filled out in order to submit this form.
For more information you can click on [Documentation](#).

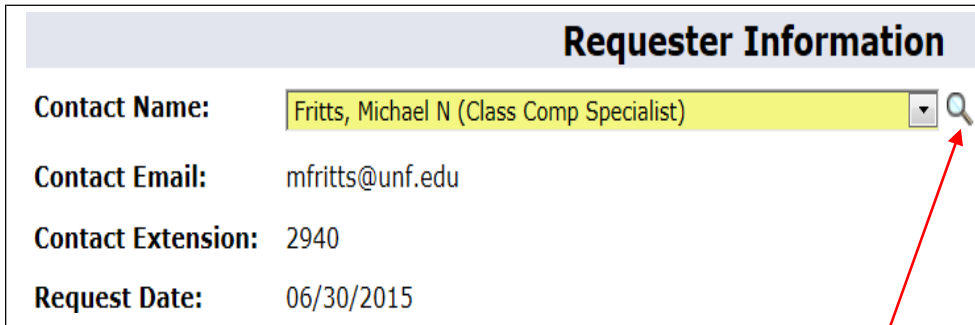
Requester Information

Start Request: * ←

2.2 Completing the Form

To Complete the NETWORK ACCESS form:

1. The Contact Name, Email and Extension will automatically prepopulate with your information in the **Requester Information** section.



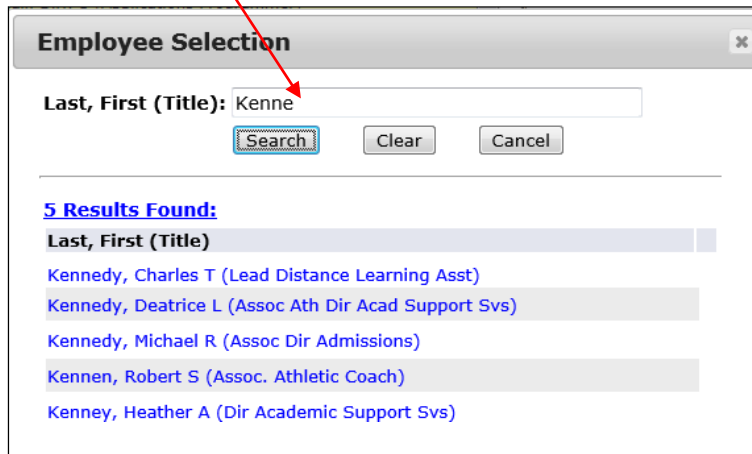
The screenshot shows a form titled "Requester Information" with the following fields:

| | |
|--------------------|---|
| Contact Name: | Fritts, Michael N (Class Comp Specialist) |
| Contact Email: | mfritts@unf.edu |
| Contact Extension: | 2940 |
| Request Date: | 06/30/2015 |

A red arrow points from the search icon in the Contact Name dropdown to the search icon in the Employee Selection dialog box.

NOTE: If someone should be listed as the contact, use the search icon  to find and select them. The search icon will pull up an Employee Search listing.

- a) Enter the **name of the employee** you want as the contact: Last Name with a comma and space then the first name. You may search by the first part of their last name.
- b) Click the **Search** button.
- c) Click on the correct person's name.



The screenshot shows the "Employee Selection" dialog box with the following fields and buttons:

Last, First (Title): Kenne

Buttons: Search, Clear, Cancel

5 Results Found:

- Kennedy, Charles T (Lead Distance Learning Asst)
- Kennedy, Deatrice L (Assoc Ath Dir Acad Support Svcs)
- Kennedy, Michael R (Assoc Dir Admissions)
- Kennen, Robert S (Assoc. Athletic Coach)
- Kenney, Heather A (Dir Academic Support Svcs)

A red arrow points from the search icon in the Requester Information form to the Search button in the Employee Selection dialog box.

2. Complete the **Position Information** (all fields are required in this section)
 - The **Position Title** will be included in the email sent to the employee when it the form is approved)
 - The **Position Department** - Search by department name or ORG (the ORGS are listed in order by organization code). **NOTE:** Alternatively, you can search for the Position Department using the search icon. If searching by department name, make sure to use a "%" wildcard in front.

SEE ILLUSTRATIONS ON NEXT PAGE

2.2 Completing the Form - continued

Position Information

Position Class: *
Position Title: *
Position Division: *
Position Department: *
First Day of Work: *

Employee Organization

ORG CODE:
ORGANIZATION ((Code) Name):

1 Results Found:

| ORG CODE | ORGANIZATION ((Code) Name) |
|----------|-----------------------------|
| 200805 | (200805) Enterprise Systems |

3. Complete the **New Employee Information** Section (* are required fields)
 - **The Gender and Race fields are not required, but please enter if provided or known**
 - **The Employee's Email address** (system-generated welcome email will be sent here)
 - **The Employee's Address** (please enter the new employee's permanent/legal address)
4. Click **Submit** at the bottom of the form

NOTE: The electronic Network Access Form does not have an option to save without submitting, so be sure to collect all necessary information before starting the form.

New Employee Information

First Name: * **Middle Initial:**
Last Name: *
Social Security #: *
(###-##-####)
Date of Birth: *
(MM/DD/YYYY)
Gender: *
Race: * **Citizenship:** *
Employee Email: *
Employee Address: *
City: * **State:** * **Zip or Postal Code** *

HR Use Only

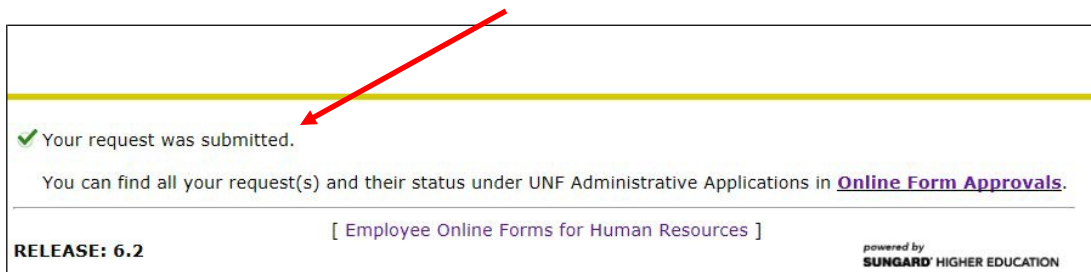
New Employee ID (N#): **Additional Review Required:**
Employee Name: **Email Address in Banner:**

[Select Action/Reason if requested. Then click the "Submit" Button.](#)

 Submit your request.

2.2 Completing the Form - continued

5. If completed correctly, you will receive a confirmation message at the top of the form:



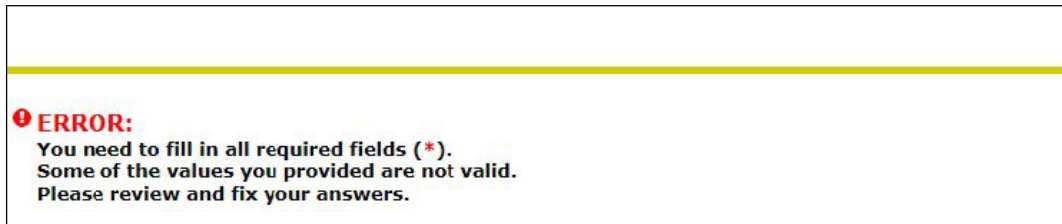
✓ Your request was submitted.

You can find all your request(s) and their status under UNF Administrative Applications in [Online Form Approvals](#).

[Employee Online Forms for Human Resources]

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NOTE: If the form was not completed correctly, you will receive an error message. Review the required fields and resubmit until you get the confirmation message above.



ERROR:
You need to fill in all required fields (*).
Some of the values you provided are not valid.
Please review and fix your answers.

6. Once Human Resources has processed the form, an automated welcome email will be sent to the new employee
7. You can find any Network Access Form you have submitted and monitor its status in MyWings under UNF Administrative Applications in **Online Form Approvals** (see section 3)

2.3 Sample Welcome Communication

The following is a **SAMPLE Email Notification**, which is sent to the employee welcoming them to the University of North Florida.

Ozzie,

We are pleased to welcome you to the University of North Florida!

Your Network Access form has been assigned to you (N01234567). To complete the password and email set up follow the instructions in the attachment. For questions regarding access to your MyWings or UNF email address, please contact the ITS Help Desk at (904) 620- HELP.

If you have any other questions about this message, please contact the Office of Human Resources at (904) 620-2903.

Human Resources
University of North Florida

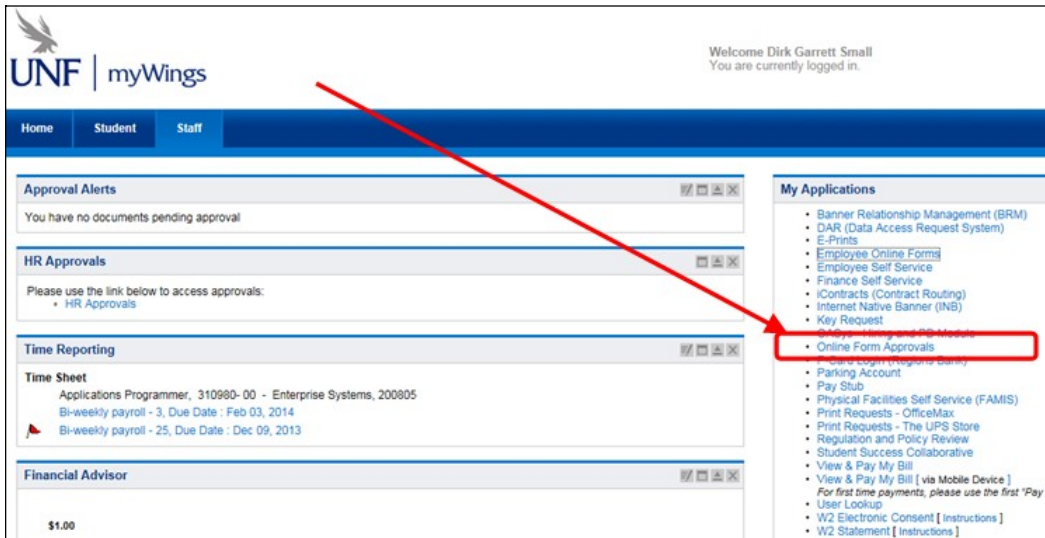
JJ. Daniel Hall- Building 1 Room 1101
1 UNF Drive Jacksonville Florida 32224-2659
Tel (904) 620- 2903 Fax (904) 620- 2742 Email: hr@unf.edu
Equal Opportunity/Equal Access/Affirmative Action Institution

SECTION 3: TRACKING A NETWORK ACCESS FORM

3.1 Track the Status of the Form

To open a Network Access Form that has been sent to you for approval

1. Log in to myWings under your **Staff** Tab
2. Click **Online Form Approvals** under **My Applications**



NOTE: The default view shows any request you have pending (Status = “Need Action”) under “Pending Request”.

3. To see completed forms and forms in process, select “**Show All**” as the Request Status
4. Select **Human Resources** as the Form Department
5. Select **Employment** as the Category
6. Select **Network Access Form**
7. Click **Submit**

Online Form Approvals

The Online Form Approval form is used to review/approve request and check the status of an online request form. For Additional Information please click [HELP](#). For more information you can click on [Documentation](#).

| | | | |
|------------------------|---------------------|--------------------|-----|
| Request Status: | Show All | Org: | |
| Form Dept: | Human Resources | Class: | |
| Category: | Employment | First Name: | |
| Form: | Network Access Form | Last Name: | |
| Request No: | | Req Date: | |
| Requester ID: | | Owner: | Any |
| Status Date: | | | |

NOTE: You also have the option to filter the output by Organization Code, Position Class, First Name, Last Name, Request Date and Owner

3.1 Track the Status of the Form - continued

The most recent request will be listed first. The following shows the “status” of the request:

- **Pending**– Status of requests that need action to move forward
- **Complete** – Status of requests that have been approved by Human Resources
- **Cancelled** – The request has been cancelled

| Request Selected: 14 | | | | | | | | | |
|----------------------|------------|-------|--------|-------|-----------|---------|--------------|---------------------------------------|----------------------|
| New Hire Access Form | | | | | | | | | |
| Status | Date | Req | Org | Class | First N | Last Na | Req Date | Action Pending | Details |
| Pending | 06/23/2015 | 14412 | 612400 | F-09 | Amy | Jones | 06/23/2015 | New Faculty Processing Group Approval | View |
| Pending | 06/23/2015 | 14411 | 101200 | USPS | Sam | Smith | 06/23/2015 | Non-Citizen Processing Group Approval | View |
| Pending | 06/18/2015 | 14408 | 200805 | AP | John | Doe | 06/18/2015 | HR Security Group Approval | View |
| Complete | 06/18/2015 | 14407 | 602300 | F-09 | Michelle | Selph | June 18, 201 | | View |
| Complete | 06/18/2015 | 14406 | 601618 | F-12 | Michelle | Selph | June 18, 201 | | View |
| Complete | 06/18/2015 | 14405 | 100300 | USPS | Susie | Selph | June 18, 201 | | View |
| Pending | 06/18/2015 | 14402 | 100300 | USPS | Susie | Smith | June 18, 201 | Redirect Redirect | View |
| Complete | 04/08/2015 | 14358 | 200880 | AP | Claritza | Day | April 8, 201 | | View |
| Pending | 03/15/2015 | 14357 | 200880 | AP | Charlotte | Hyman | March 25, 20 | HR Security Group Redirect | View |
| Cancelled | 01/29/2015 | 12086 | 630200 | TEMP | Dongmei | Liao | January 29, | | View |

Click the **Req** number to show the history of the request, including any notes left by approvers.

Once the Network Access Form is complete, you may click **View** to see the new employee’s Banner ID (N#) in the HR Use Only Section.

| HR Use Only | | | |
|--|--|-----------|------------|
| New Employee ID (N#): n00013753 | Additional Review Required: C+F | | |
| Employee Name: Michelle Selph | Email Address in Banner: Yes | | |
| Approvers | | | |
| Name | Title | Action | Date |
| Michelle Selph | Requester | Submitted | 06/18/2015 |
| Melissa Purvis | Non-Citizen Processing Group | Approve | 06/18/2015 |
| Melissa Purvis | New Faculty Processing Group | Approve | 06/18/2015 |
| Brian Becker | HR Security Group | Approve | 06/18/2015 |

Lastly, when the Network Access Form is approved and its status is “Complete,” the employee will have a Banner ID (N#) and an active employee record.

-----DOCUMENTATION END-----