



Banner Account Procedure

Step 1: Department Administrator/Dean/Director etc. **emails Elena Mastrangelo and copies their divisions Vice President and Catherine DeLoughry (Controllers Office),** confirming the request for access to Banner and Unimarket for staff/admin to purchase and/or approve orders. Includes name, title and ORGS and if applicable the name of person who's role they are replacing. **This step is mandatory and prior to the following process.**

Step 2: New Employee logs into Banner Self-Service using their Manhattan College **email address**, clicks on the Personal Information Tab.

Step 3: New Employee clicks on the "Request a New Banner Account" located at the bottom.

Step 4: New Employee fills out information **username is First name_ Last name ex: JOHN_SMITH** (this opens a new ticket) – ex: **If they are replacing someone and need all of their same authorizations then include that person's name.**

Step 4A: Include all Fund/Orgs used for purchasing by department.

Step 5: ITS Employee will take ownership of the ticket and add Elena Mastrangelo and Catherine Deloughry (Controller's Office) to the ticket.

Step 6: ITS Employee will notify Elena, Catherine and new employee (through ticketing) that the new Banner account has been created.

Step 7: Elena and Catherine do their part of the work (create UniMarket Account, Setup Fund/Org in Banner for new user

Step 8: ITS closes the ticket.