

## Instructions

You can use this application to enter information for new hires including requests for computer accounts like Argos, Treeno, or to change information or request accounts for an existing employee.

Start by choosing whether this request is for a new hire or an existing employee. A new hire is defined as someone who is not currently an employee of NECC. An existing employee is defined as someone that is currently employed at NECC in any capacity. If you are not sure which one to choose, choose Existing Employee and try to search for them. If you can't find them with the search then they are most likely a New Hire.

If you choose new hire, you will be sent to a page where you can enter all of the appropriate information for a new employee. If you choose existing employee you will be sent to a page where you can search for the employee and choose an action to perform on this employee.

**NOTE: Requested actions can take from 3-5 business days to process completely.**

### Choose Employee Type

This request is for a  New Hire  Existing Employee

## Instructions

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### Choose Employee Type

This request is for a  New Hire  Existing Employee

**First Name**

**Last Name**

**Mi**

**Department**

**Supervisor**

**Position**

**Building/Room**

**Campus** [ ]

**Start Date**

**Please provide any additional information that will help us fulfill this request:**

Request accounts for this user?

Please review the entered information and **press save** when you are satisfied it is correct.

**First Name**

**Last Name**

**Mi**

**Department**

**Supervisor**

**Position**

**Building/Room**

**Campus** Haverhill

**Start Date**

**Please provide any additional information that will help us fulfill this request:**

Request accounts for this user?

Please review the entered information and **press save** when you are satisfied it is correct.

✕New Employee Request Created

**Instructions**

To request accounts, please click the checkbox next to all of the types of accounts that you want to request, then press the Show button.

This will display all the of the information that needs to be entered in order to create the account types requested.

Be aware that additional materials may be required for certain account requests.

**Accounts Requested for James, Harry**

**NECC ID** New Employee    **Current Department**    1020 Human Resources

**Last Name** James, Harry

- NEW* Shared Folder
- Banner
- Argos
- DegreeWorks
- Treeno
- Telephone

✕New Employee Request Created

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**Accounts Requested for James, Harry**


**NECC ID** New Employee **Current Department** 1020-Human Resources

**Last Name** James, Harry

- NEW* Shared Folder
- Banner
- Argos
- DegreeWorks
- Treeno
- Telephone

**Click the 'Show' Button**

## Banner Account Details

Please specify the access that the employee will need by choosing from the 'Grant Access Like Users', 'Grant Access To Objects', 'Banner Classes/Job Function' or 'Finance Organizations' popup windows. To access these popups, click on the appropriate  icon. When the popup appears, choose from the list and press the Add button. For 'Grant Access To Objects' you will also need to choose Query or Modify access. If you make a mistake, you can select the item and then click on the remove button for the selected category.

If you can't find what you are looking for, give an explanation in the 'Other' text box.

### Grant Access Like Users

### Grants Access To Objects

Query  Modify

### Banner Classes/Job Function



**Finance  
Organizations**

**Other**

**Treeno Account Details**

Your Supervisor must fill out the information below:

<b>Cabinet Name</b>	<b>Cabinet Access</b>
<input type="text"/>	<input checked="" type="radio"/> Read <input type="radio"/> Read/Write
<input type="text"/>	<input checked="" type="radio"/> Read <input type="radio"/> Read/Write
<input type="text"/>	<input checked="" type="radio"/> Read <input type="radio"/> Read/Write
<input type="text"/>	<input checked="" type="radio"/> Read <input type="radio"/> Read/Write
<input type="text"/>	<input checked="" type="radio"/> Read <input type="radio"/> Read/Write
<input type="text"/>	<input checked="" type="radio"/> Read <input type="radio"/> Read/Write

Grant user access to department's group rights?

- Yes
- No



### Telephone Details


Users under Academic Division need signature of V.P. of Academic Affairs

#### Telephone Type

- Voicemail ONLY
- Assign New Phone #
- Existing Phone #

Once you have entered all the required information for each type of account request, press the Save button to submit your request or the cancel button to go back and start over.


## Banner Account Details

Please specify the access that the employee will need by choosing from the 'Grant Access Like Users', 'Grant Access To Objects', 'Banner Classes/Job Function' or 'Finance Organizations' popup windows. To access these popups, click on the appropriate  icon. When the popup appears, choose from the list and press the Add button. For 'Grant Access To Objects' you will also need to choose Query or Modify access. If you make a mistake, you can select the item and then click on the remove button for the selected category.

If you can't find what you are looking for, give an explanation in the 'Other' text box.

**Click the list box and choose the user; Click Add**

**Grant Access Like  
Users**

SBEAUMONT

**Grants Access To  
Objects**

Query  Modify

**Banner Classes/Job  
Function**



<b>Finance Organizations</b>	<input type="text"/> <input type="text"/>
<b>Other</b>	<input type="text"/>

**Treeno Account Details**

**Enter the cabinet information and choose Read or Read/Write Option**

Your Supervisor must fill out the information below:

<b>Cabinet Name</b>	<b>Cabinet Access</b>
<input type="text" value="Position"/>	<input type="radio"/> Read <input checked="" type="radio"/> Read/Write
<input type="text" value="Hiring"/>	<input type="radio"/> Read <input checked="" type="radio"/> Read/Write
<input type="text" value="Evaluations"/>	<input type="radio"/> Read <input checked="" type="radio"/> Read/Write
<input type="text"/>	<input checked="" type="radio"/> Read <input type="radio"/> Read/Write
<input type="text"/>	<input checked="" type="radio"/> Read <input type="radio"/> Read/Write

Read  
 Read/Write

Grant user access to department's group rights?

- Yes  
 No

#### Telephone Details

#### Enter telephone type and calling area choices

Users under Academic Division need signature of V.P. of Academic Affairs

#### Telephone Type

- Voicemail ONLY  
 Assign New Phone #  
 Existing Phone #

#### Calling Area

- 800 411 and local calls  
 MASS NH  
 New England  
 US Hawaii & Alaska  
 US and Canada

Once you have entered all the required information for each type of account request, **press the Save button** to submit your request or the cancel button to go back and start over.

×Banner Account Request Created  
Treeno Account Request Created  
Telephone Account Request Created

Accounts Request Successful

#### Instructions

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If you choose new hire, you will be sent to a page where you can enter all of the appropriate information for a new employee. If you choose existing employee you will be sent to a page where you can search for the employee and choose an action to perform on this employee.

**NOTE: Requested actions can take from 3-5 business days to process completely.**

#### Choose Employee Type

This request is for a  New Hire  Existing Employee

## Instructions

This page is used to start the process of a request for a current employee (NOT A NEW HIRE.)

Start by searching for the employee in the “Employee Search” box below. You can enter their NECC ID, Name or department and press the Search button.

After you click the Search button, a list of employees that meet the entered criteria will be displayed. Click on the radio button next to the desired employee and then choose an action and press the Next button. You will be sent to a screen for the selected action.

**NOTE: Requested actions can take from 3-5 business days to process completely.**

## Employee Search

NECC ID

First Name

Last Name

Department  

**Complete the Employee Search section and click Search**

## Instructions

This page is used to start the process of a request for a current employee (NOT A NEW HIRE.)

Start by searching for the employee in the “Employee Search” box below. You can enter their NECC ID, Name or department and press the Search button.

After you click the Search button, a list of employees that meet the entered criteria will be displayed. Click on the radio button next to the desired employee and then choose an action and press the Next button. You will be sent to a screen for the selected action.


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## Employee Search

NECC ID

First Name

Last Name

Department  

**Complete the Employee Search section and click Search**

**Search Results**

	NECC ID	Last Name	First Name	Mi	Department
<input checked="" type="radio"/>	00000244	Chatigny	Mary	A	Human Resources

1 - 1

**Choose Action**

- Change Name       Change Department/Location       Terminate Employee       Request Accounts

**Click the Radio Button next to the Person's Name and Choose Action; Click 'Next'**



**Instructions**

Please enter the new name for the employee. You must forward an appropriate legal document (such as a divorce decree, marriage certificate, etc.) to Human Resources before the name change will be processed.

**Change Name**

**NECC ID**

The change is a result of:  Legal Name Change  Change in Marital Status

Old:

**First Name**

**M  
I**

**Last  
Name**

New:

First Name

**M  
I**

Last Name

**Department** 1020 - Human Resources

**Fill in the entire name F/M/L and click Save**

**Instructions**

Please enter the new name for the employee. You must forward an appropriate legal document (such as a divorce decree, marriage certificate, etc.) to Human Resources before the name change will be processed.

**Change Name**

**NECC ID**

The change is a result of:  Legal  Change in Name Change Marital Status

Old:

**First Name**

**M  
I**

**Last  
Name**

New:

First Name

**M  
I**

A

**Last  
Name**

Flaherty

**Department** 1020 - Human Resources

Fill in the entire name F/M/L and click Save

## xName Change Request Created

### Instructions

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**NOTE: Requested actions can take from 3-5 business days to process completely.**

### Choose Employee Type

This request is for a  New Hire  Existing Employee

**Search Results**

	NECC ID	Last Name	First Name	Mi	Department
<input type="radio"/>	00000244	Chatigny	Mary	A	Human Resources

1 - 1

**Choose Action**

Change  
Name

Change  
Department/Location

Terminate  
Employee

Request  
Accounts

**Click the Radio Button next to the Person's Name and Choose Action; Click 'Next'**

**Instructions**

Please enter the new department for the employee. This is the department that will be displayed in the employee's entry in the Personnel directory.

**Change Department/Location**

**NECC ID** 00000244

**Last Name** Chatigny

**First Name** Mary

**Mi A**


Effective Date  

Change  Location

Department

Building/Room    
m

Current  
Department

New Department  

**Enter Effective Date of Department/Location Change; Choose Location and/or Department; Enter new Building/Room information and click 'Save'**

**Instructions**

Please enter the new department for the employee. This is the department that will be displayed in the employee's entry in the Personnel directory.


**Change Department/Location**

**NECC ID** 00000244

**Last Name** Chatigny


**First Name** Mary

**Mi A**


Effective Date  

Change  Location

Department

Building/Roo  
m  

Current  
Department

New Department  

**Enter Effective Date of Department/Location Change; Choose Location and/or Department; Enter new Building/Room information and click 'Save'**

## xDepartment Change Request Created

### Instructions

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**NOTE: Requested actions can take from 3-5 business days to process completely.**

### Choose Employee Type

This request is for a  New Hire  Existing Employee

**Search Results**

	NECC ID	Last Name	First Name	Mi	Department
<input type="radio"/>	00000244	Chatigny	Mary	A	Human Resources

1 - 1

**Choose Action**

Change  
Name

Change  
Department/Location

Terminate  
Employee

Request  
Accounts

**Click the Radio Button next to the Person's Name and Choose Action; Click 'Next'**



## Terminate Employee

I, Mary Chatigny, affirm that Mary A Chatigny (ID #00000244) in Human Resources is no longer employed at the college and should have all of their college accounts suspended. By typing the word "TERMINATE" in the box below and clicking on the Save button, I will initiate this action.


**Termination Date**  

**Confirm Termination**

Fill in Termination Date and type the word "TERMINATE" in the Confirm Termination field and click 'Save'

## Terminate Employee

I, Mary Chatigny, affirm that Mary A Chatigny (ID #00000244) in Human Resources is no longer employed at the college and should have all of their college accounts suspended. By typing the word "TERMINATE" in the box below and clicking on the Save button, I will initiate this action.

**Termination Date**  

**Confirm Termination**

**Fill in Termination Date and type the word "TERMINATE" in the Confirm Termination field and click 'Save'**

## xEmployee Termination Request Created

### Instructions

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### Choose Employee Type

This request is for a  New Hire  Existing Employee

**Search Results**

	NECC ID	Last Name	First Name	Mi	Department
<input checked="" type="radio"/>	00000244	Chatigny	Mary	A	Human Resources

1 - 1

**Choose Action**

Change  
Name

Change  
Department/Location

Terminate  
Employee

Request  
Accounts

### Instructions

To request accounts, please click the checkbox next to all of the types of accounts that you want to request, then press the Show button.

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### Accounts Requested for Chatigny, Mary A.


**NECC ID** 00000244 **Current Department** 1020-Human Resource -

**Last Name** Chatigny Mary A

- NEW* Shared Folder
- Banner
- Argos
- DegreeWorks
- Treeno
- Telephone

**Click the 'Show' Button**

## Banner Account Details

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### Grant Access Like Users


  

### Grants Access To Objects

Query  Modify

### Banner Classes/Job Function



**Finance  
Organizations**

**Other**

**Treeno Account Details**

Your Supervisor must fill out the information below:

**Cabinet Name**

**Cabinet Access**

- Read
- Read/Write

- Read
- Read/Write

- Read
- Read/Write

- Read
- Read/Write

- Read
- Read/Write

- Read
- Read/Write

Grant user access to department's group rights?

- Yes
- No

### Telephone Details

Users under Academic Division need signature of V.P. of Academic Affairs


#### Telephone Type

- Voicemail ONLY
- Assign New Phone #
- Existing Phone #

Once you have entered all the required information for each type of account request, press the Save button to submit your request or the cancel button to go back and start over.




## Banner Account Details

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**Click the list box and choose the user; Click Add**

**Grant Access Like  
Users**

SBEAUMONT

**Grants Access To  
Objects**

Query  Modify

**Banner Classes/Job  
Function**



<b>Finance Organizations</b>	<input type="text"/> <input type="text"/>
<b>Other</b>	<input type="text"/>

**Treeno Account Details**

**Enter the cabinet information and choose Read or Read/Write Option**

Your Supervisor must fill out the information below:

<b>Cabinet Name</b>	<b>Cabinet Access</b>
<input type="text" value="Position"/>	<input type="radio"/> Read <input checked="" type="radio"/> Read/Write
<input type="text" value="Hiring"/>	<input type="radio"/> Read <input checked="" type="radio"/> Read/Write
<input type="text" value="Evaluations"/>	<input type="radio"/> Read <input checked="" type="radio"/> Read/Write
<input type="text"/>	<input checked="" type="radio"/> Read <input type="radio"/> Read/Write
<input type="text"/>	<input checked="" type="radio"/> Read <input type="radio"/> Read/Write

- 
- Read  
 Read/Write

Grant user access to department's group rights?

- Yes  
 No

#### Telephone Details

#### Enter telephone type and calling area choices

Users under Academic Division need signature of V.P. of Academic Affairs

#### Telephone Type

- Voicemail ONLY  
 Assign New Phone #  
 Existing Phone #

#### Calling Area

- 800 411 and local calls  
 MASS NH  
 New England  
 US Hawaii & Alaska  
 US and Canada

Once you have entered all the required information for each type of account request, **press the Save button** to submit your request or the cancel button to go back and start over.

×Banner Account Request Created  
Treeno Account Request Created  
Telephone Account Request Created

Accounts Request Successful

#### Instructions

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