Banner HR Account Request Process
Cheat-Sheet for Removing Security Access

Banner HR Account Request System Login and Usage:

Login:

1. Go to http://accounts.unh.edu
2. Click on the IT Accounts Management System button
3. Login

Remove Existing Security Access

After logging in click the Remove button on the right.

UNH IT Accounts Management System

Remove Access to IT Resources

Immediate Deactivation of Access
To immediately terminate access to IT resources in the event of a security risk. Click here for Details on Account Deactivation.

Revoke Sponsorship Status and IT Access
To terminate Sponsored User status prior to the requested end date.

Remove Access to Unused IT Resource
To remove unnecessary/unused access to an IT resource.

Schedule the Termination of IT Access
To schedule the removal of access to IT resources.

This opens a submenu below with the following options: Immediate Deactivation of Access, Revoke Sponsorship Status and IT Access, Remove Access to Unused IT Resource, and lastly Schedule the Termination of IT Access. These are similar in terms of procedure and screen flow. As an example click on ‘Remove Access of Unused IT Resource.’

Request Type
Please specify the type of request you would like to submit.

Remove Access to unused IT Resource

Please specify details in the Additional Information field below.
Next in the ‘Account Holder’s Information’ block choose who you want to modify by clicking: Specify User, Change my own Account Access, or Specify Multiple Users:

Continuing our example for removing a user’s access choose ‘Specify User.’ If you know the username of the employee, enter it and this will fill in the user information for you, otherwise, fill in all the account holder’s info. In this case the ‘Additional Information’ block is required.

Add as much detail as you can. This should include
- Specific accounts and access to be changed
- Reason for change
- Your relationship to the employee (ex: Manager)
- The date when the change in access should take effect
- Also mention if this is a high priority request
Click the ‘Submit’ button.

- You’re DONE!

Once complete, the requester will receive an email detailing the actions requested. If all needed info is included then HR/IT will remove the security access for the individual.