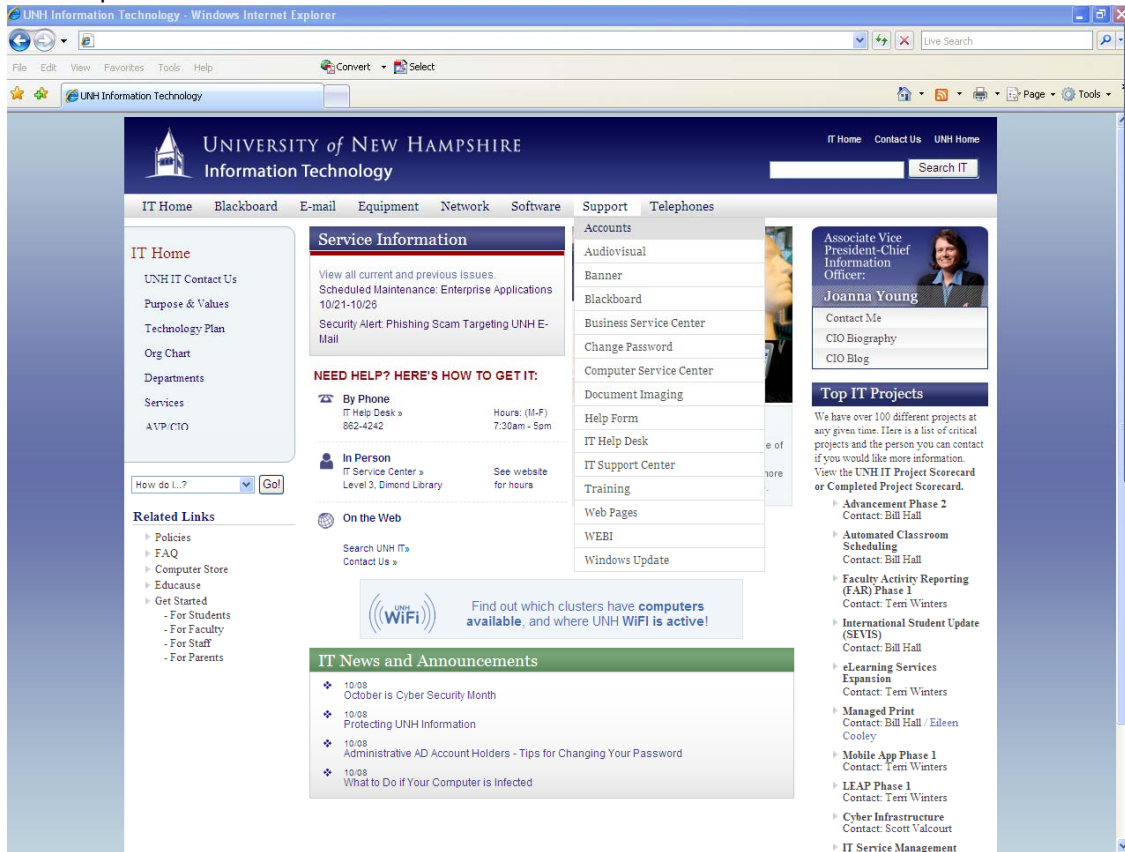
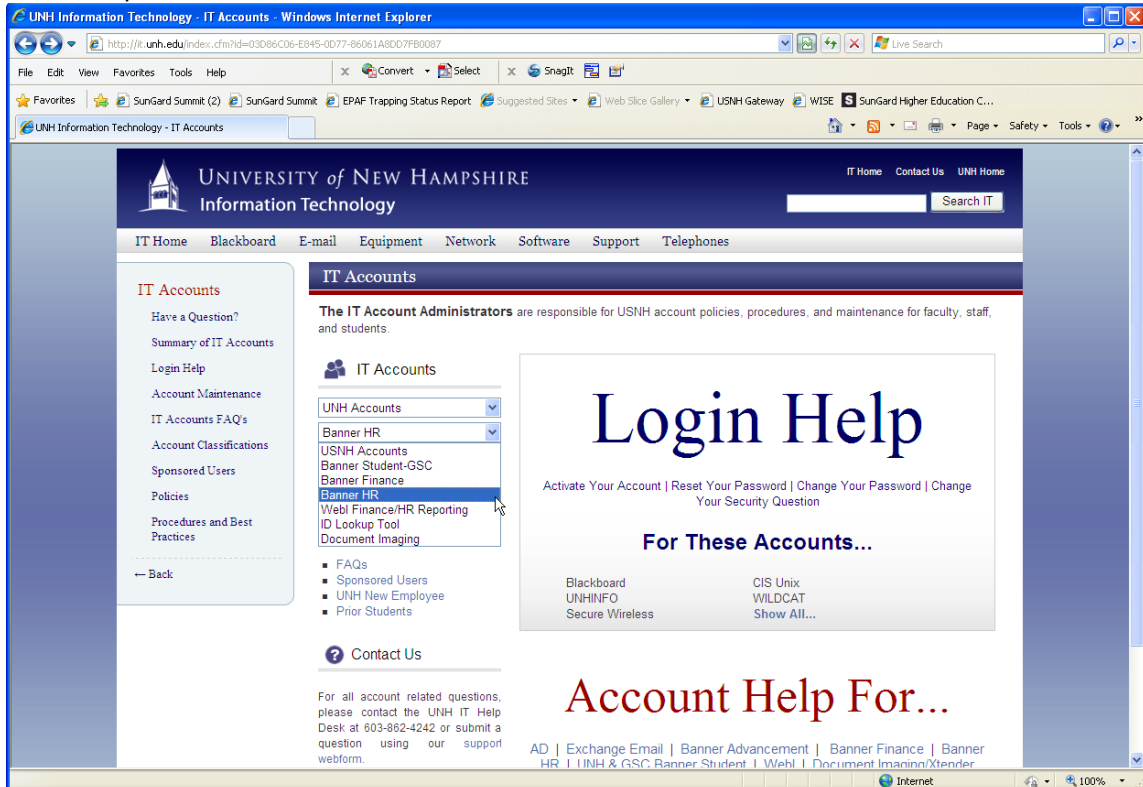


Requesting a New Banner HR Account

1. Go to <http://it.unh.edu/>. Click on "Support" in the menu along the top of the page. Then choose "Accounts" from the drop down menu.



2. Under the drop down menu for "USNH Accounts" click "Banner HR".



3. Click on the blue "Apply Online" button near the middle and top of the page.

UNH Information Technology - Banner HR

UNIVERSITY of NEW HAMPSHIRE
Information Technology

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IT Accounts

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Banner HR

Banner HR is the employee management systems database for USNH. This includes employment records, job records, employee benefit records, etc. In order to access this system, you must apply for a Banner HR account.

Banner HR Application Form and Useful Links

Apply Online To request a Banner HR Account click on the Apply Online button and complete the online application form. Note: Since several offices must give permission for each administrative account, it may take 2 or more weeks for an account to be activated.

Change your Password

1. Log into Banner HR
2. In the Go To... text box type: GUAPSWD
3. Hit Enter.
4. Type in your current password, then your new password twice.
5. Hit the Save icon. (you will be logged out, then logged back in)

Reset your Password If you need to have your password reset, please call the UNH IT Help Desk at 603-882-4242.

USNH Gateway Banner HR can be accessed from the USNH Gateway page. Important Banner HR information and instructions can also be found there.

Banner Configuration New Banner HR user should refer to the Banner Configuration page for instructions on how to access Banner HR for the first time.

FAQ: Banner HR

1. What is a Banner HR account?
2. Who can I get a Banner HR account?
3. How can I apply for an account?
4. How do I change my password?
5. What if I forget my password?
6. How do I modify my Banner HR account?
7. What are the system requirements for using Banner?
8. How do I access my account?
9. Where can I get training?
10. How do I get a Banner HR account disabled?
11. Where can I find more information or answers?

4. Using the drop down menus fill out the following:

Account Type: Banner HR Only

Request Type: New Account

Last Name: Enter the last name of individual getting the account

USNH ID: Enter the USNH ID of individual getting the account

The screenshot shows a web browser window with the URL <https://remedy.unh.edu/accounts/banner/finhr/>. The page header includes the University of New Hampshire logo and the text "UNIVERSITY of NEW HAMPSHIRE IT Accounts". A navigation bar contains links for "Get Started" and "Accounts Home", along with a "Search UNHIT" button. The main heading is "BANNER FINANCE/HR ACCOUNT REQUEST FORM".

A blue highlighted box contains the text: "This area is designed to review the applicant's current employment status. In order to apply for a Banner Finance and/or HR account the applicant must be in the Human Resources System." Below this, a yellow highlighted box says: "Enter the applicants last name, USNH ID, and choose which account(s) you wish to apply for." A third yellow highlighted box states: "Clicking Next will run a process to insure that the applicant is in HR and is authorized to continue."

The form fields are as follows:

- Account Type:
- Request Type:
- Last Name:
- USNH ID:

A "Next" button is located below the USNH ID field. At the bottom of the page, there is a copyright notice: "Copyright © 2010, The University of New Hampshire • Durham, NH 03824. UNH is part of the University System of New Hampshire. ADA Disclaimer | Contact Us. Webmaster: Contact the Webmaster. UNH Search: Powered by Google".

- You should see the Banner HR Account Request Form. Fill in the required information.
 - In Step 1. Employee Information: All this information can be found in Banner HR.
 - In Step 2. Fill in Supervisor Information: enter your information as the Supervisor. This will ensure you know the account request was received and completed.
 - In Step 3. Banner HR Security: choose the highest WTE access level they need: Proxy, Approver or Superuser
 - In Step 4. Additional Information: please update and enter the following message:

This user will only be Approving Time Sheets in WISE as a _____ (Approver or Proxy... choose 1 or both as appropriate.) **for TS Org _____** (list the applicable TS Orgs).
They are not a Superuser. (Change this to "are" if they will be acting as a Superuser.)
 (If they are an Approver, provide the name of their Proxy. **Their Proxy is _____**)
 (If they are a Proxy, list the name of the person they are a proxy for. **They are a Proxy for _____**)

Click the blue "Continue" button at the bottom when you are finished.

[Get Started](#) [Accounts Home](#)

Instructions:

To ensure prompt service, please enter all information accurately.

Please ensure you provide us with a current E-mail address so a CIS Account Administrator can contact you with important account information.

If you have additional questions please call the:
 CIS Help Desk & Dispatch Center
 Phone: 603-862-4242
 Hours: Monday-Friday
 8:00 A.M. to 5:00 P.M.

Thank you.

The security and privacy of the information required on this form is of utmost importance to us, and is used exclusively for identity verification purposes only. This data is protected through Secure Socket Layer (SSL) technology, viewable only by authorized CIS Account Administrators.

BANNER HR ACCOUNT REQUEST FORM

Bold fields are required

Step 1. Fill in Employee Information

The Employee Information will be the intended account holder.

First Name Jim	Last Name Naseum	Full Middle Name Y
Username JYM3	E-mail jim.naseum@unh.edu	Confirm E-mail jim.naseum@unh.edu
Campus UNH	Building Field House	Department Athletics
Client Group Staff	Campus Phone 8621234	Position/Title Coach
Position Number UB0184		

Step 2. Fill in Supervisor Information

The Supervisor Information is the immediate supervisor for the employee listed above. The Supervisor approves creation of this account by submitting this form.

Username Your Username	First Name Your First Name	Last Name Your Last Name
Campus Phone 8621234	E-mail your email	Confirm E-mail your email
Campus UNH	Client Group Staff	

Step 3. Banner HR Security

Web Time Entry: Approver

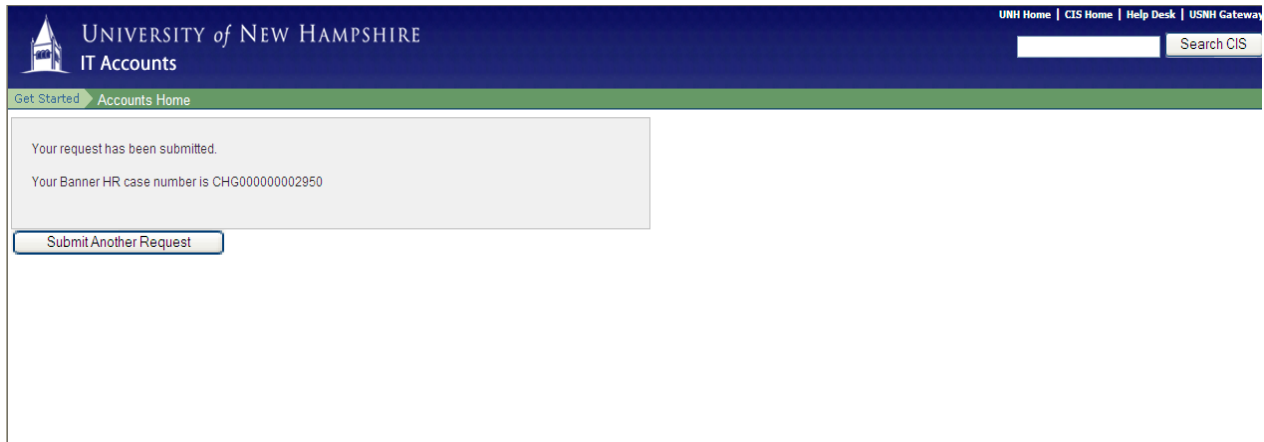
Step 4. Additional Information

Please provide any additional information. Additional Details are optional.

Additional Details

Jim will only be Approving Time Sheets via WISE as an Approver for TS Org UBLATE. He is not a Superuser. His proxy is Imelda Chekz.

6. A screen announcing that your request has been submitted will appear. Print a copy of this page for your records.



The screenshot shows the University of New Hampshire IT Accounts website. The header includes the university logo and name, along with navigation links for UNH Home, CIS Home, Help Desk, and USNH Gateway. A search bar is visible on the right. Below the header, there is a green navigation bar with 'Get Started' and 'Accounts Home'. The main content area displays a confirmation message: 'Your request has been submitted. Your Banner HR case number is CHG000000002950'. Below the message is a button labeled 'Submit Another Request'.

7. The person entered as the Superuser will receive the following emails.

From: Remedy@unh.edu [mailto:Remedy@unh.edu]
Sent: Monday, October 11, 2010 6:41 PM
To: Riecks-Kurshinsky, Amanda; [Naseum, Jim](#)
Subject: Banner HR Account Request Successfully Submitted

The Banner account request for [Jim Y Naseum](#) has been successfully submitted. Once this account request has been processed, you will receive notification via e-mail, and a representative from IT Accounts will contact [Jim Y Naseum](#) with account specifics.

If you have any questions or would like to speak to an IT Accounts Administrator regarding this request, please call the IT Help Desk at 603-862-4242, Monday through Friday, 8:00 A.M. - 5:00 P.M. with your Help Desk case number:
CHG000000002919

-----Original Message-----

From: UNH Remedy [mailto:remedy@unh.edu]
Sent: Wednesday, October 13, 2010 2:50 PM
To: STHR
Subject: Banner HR Account Completed - CHG000000002919

The Banner HR Account request for Jim Y. Naseum has been completed.

Username: jym3

Additional Details:

VPN: ECG-VPN-Banner-FHS

DB: BPRD, BTST, UTST

Requester Comments: Jim will only be Approving Time Sheets via WISE as an Approver for TS Org UBLATE. He is not a Superuser. His proxy is Imelda Chekz.

Stephanie Behan approved? yes
comments:

Stephanie Behan approved? yes
comments:

Class Security: BAN_USNH_DEFAULT
BAN_USNH_JOB_SUBMISSION
BAN_USNH_TEMP

Additional Security Details:

Note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.