

INSTRUCTIONS

APPLICANT INFORMATION

For the individual requesting access, type or print the name, position, department, campus address, e-mail address, telephone number, fax number and Banner ID number in the spaces provided.

ACCESS

Request

Please indicate if this is a request to add a person, to change a person's current access, or to cancel existing access (for a person that transferred, separated, etc.).

Level

Check the appropriate access level. Program Administrator access will be granted only to those within OSU Human Resources.

E-Verify Training

Upon submission of this form to newhire@okstate.edu, the New Hire department will issue an E-Verify username and password. Upon your initial log in, you will be prompted to complete mandatory training.

APPROVAL BY KEY USER

Before Banner access will be granted, the individual requesting access must read the E-Verify Memorandum of Understanding as provided to the Key User. Additionally, the requesting individual must read, sign and date the **E-VERIFY Agreement** indicating they will comply with the procedures stated in the agreement and the request must be approved by the Key User and E-Verify Program Administrator. If the Key User is unavailable, the request must be approved the appropriate Dean or Vice President.

QUESTIONS?

If you have questions, please contact New Hire at x5161 or newhire@okstate.edu.