s, resource accounts, shared
drives Faculty web SAS or Banner Admin This link will prompt the following options for choosing your

Will the employee need to be added to any job specific Distribution Lists? Yes, add front desk administrative assistant to the following distribution lists:

,(l)-e56 72 h3.3TY-0.7 (w)5.4 (i)-EMC7g 72 5[(vo)17 ( )1 g30.9@ 7 >834en</2.7 (15)aC eC 1 g k(o)8C wl.(l)-e56 72 h3./MCID8 e39Td (e56 2)-3n8 176.5MCID8 e386.5M1e56 24 ET 328.68 12.T 0.06 Tw10.56 -0 0 7 >BDC TD6 328.68 12.84 re f* EMC BT /P </MCI Td-2.3 Td2 0 g 2Yi1Tw 3.7 (wl1 (f)-6ln)8.7 -0.8 (l)-38/2.7he 1 g3r 3rl lbe (t27 (wdded)-38/.7o)( )Tj (t278.3 (g3r)y.4 (3r) jMC 4.7o) (lb(g32.7 s 7 >8.7pec)-1 (st)-aC 1-532.7 3.7 (wc)-1 (s R8.8/2.7es 7 >8.7o)( )Tjurc1-53.3 (A) g 1(wc)-57 (wc)-53.3 o)( )Tju (g3r)

Yes, add front desk administrative assistant to the following resource accounts: hrevents@kennesaw.edu, staff_awards@kennesaw.edu

Will the employee need permission to Shared Network Drives?
Yes, add front desk administrative assistant analyst to M: Person-L

Will the employee require access to job specific Network Printers?
No. HR does not have any networked printers.

Will the employee need to be added to Event Management Systems?
Yes, EMS is the room reservation scheduling system.

Will the employee need permission to FIS? (Requires a Buckley Form)

Will the employee need permission to SAS Web? (Requires a Buckley Form)

Will the employee need permission to Banner Admin? (Requires a Buckley Form & FERPA training)

Will the employee need permission to Nolij Web? (Requires a Buckley Form & FERPA training)

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Add access to Ricoh

• Job Specific Systems -found in the HR System Matrix