

Northeast State Access Guide

Type of Access	Department to Request	Specific Employee to Request	How to Request	Notes
Signal Vine	Admissions & Records	Deidre Close	Email with employee name and email	Will complete sign up via email invite
Dropbox Sign	Human Resources	Megan Jones or Etta Haselden	Email with employee's name & work email	
Parking Pass (Full-Time Employees)	Human Resources	Melissa Brickey	Received during Pre-Employment	Contact HR for replacement or additional pass
VPN Access	IT	N/A	Forms page on website	Initiated by employee
Computer Account Request	IT	Steve Nickols	Form in Dropbox Sign	HR initiates this form for new hires
Email Distribution Lists	IT	Steve Nickols	Via email with employee name and specific email lists	
Group Email Accounts	IT	Steve Nickols	Email with specific email names	Included in Computer Account Request for new hires
Network Drives	IT	Steve Nickols	Email with employee & specific drive names	Included in Computer Account Request for new hires
Banner Finance Access	IT	Tamra Harris	Form in Dropbox Sign	
Banner Student Access	IT	Tamra Harris	Form in Dropbox Sign	Employee should complete FERPA training before requesting access
BDM/BDMS	IT	Tamra Harris	Via email with level of access needed	Will require supervisor approval
Degree Works Account	IT	Tamra Harris	Forms Drive or Dropbox Sign	
Website Editing	Marketing	Bill Rambo	Via email	
Zoom	Media Services	Eric Morrith	Via email with employee name & work email	
Key Request	Plant Operations	Missy Trent	Key Request Form on the Forms Drive	
Staples Business Account	Purchasing	Judy Campbell	Via email with employee's name & work email	Will complete sign up via email from Staples
Parking Pass (Part-Time Employees)	Security	Anyone	In-Person (C2401 or A101 on the Main Campus)	Must bring copy of signed contract to receive

If there is an error in this guide, or an additional type of access needs to be added, please email hroffice@northeaststate.edu.