

## Technology Access for HR Front Desk/Administrative Assistant

Managers should complete the [Technology Access for New Hire Request form](#) for every new employee. This form is used to request access to technologies such as distribution lists, resource accounts, shared drives, Faculty web, SAS, or Banner Admin. This link will prompt the following options for choosing your new hire's technology needs. The questions are answered below according to the role of HRBP.

**Will the employee need to be added to any job specific Distribution Lists?**

Yes, add front desk administrative assistant to the following distribution lists:  
[hrstaff@kennesaw.edu](mailto:hrstaff@kennesaw.edu), [voe@kennesaw.edu](mailto:voe@kennesaw.edu)

**Will the employee need to be added to any job specific Resource Accounts?**

Yes, add front desk administrative assistant to the following resource accounts:  
[hrevents@kennesaw.edu](mailto:hrevents@kennesaw.edu), [staff\\_awards@kennesaw.edu](mailto: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)

- Add access to Ricoh
- Job Specific Systems -found in the HR System Matrix