

BlueNet Account

New employees (full-time faculty/staff, adjunct faculty, UA, student worker)

After all paperwork has been completed through HR or Business Services and the new employee is active in Banner, you may request a BlueNet account for the new employee using the online [BlueNet Account Request system](#). You will need the employee's 8-digit Banner ID number. Full instructions for using this system are [located here](#). Shortly after submitting the request, you will receive an email from CCSU Accounts Management with further instructions for the employee to activate their new BlueNet account using the online Accounts Management System. Depending on the resources requested, additional emails may be sent to resource owners/authorizers to log in to Data Privilege to approve the resource requests.

Department transfers (full-time faculty/staff, adjunct faculty, UA, student worker)

When an employee transfers departments (no break in employment), their BlueNet account will remain active but all department specific-access for the department they are leaving will be removed. This will allow the employee to log in to a computer and access email until department specific access is requested from the new department. After the employee's department has been updated in Banner, you may update the employee's department-specific access using the online [BlueNet Account Request system](#). You will need the employee's 8-digit Banner ID number. Full instructions for using this system are [located here](#). Shortly after submitting the request, you will receive an email confirming the updates have been made. Depending on the resources requested, additional emails may be sent to resource owners/authorizers to log in to Data Privilege to approve the resource requests.

Vendors, Volunteers, or Unpaid Employees

Contract vendors, volunteers, and unpaid employees are those who are not set up as an employee in Banner. BlueNet accounts for those who fall into these categories must be sponsored by a CCSU employee to ensure it is being used according to our policies and procedures. Accounts that fall into this category have an expiration date (August 1st of each year unless a specific date is provided) and must be renewed annually. BlueNet accounts for those who fall into this category must be requested using the [BlueNet Account Request for Vendors, Volunteers, or Unpaid Employees](#) form. The form needs to be signed by both the sponsor and the person using the account, then submitted to the IT Department for processing. Complete instructions are outlined on the form. When the account is ready for use, you will receive an email from CCSU Accounts Management with further information for use of the account.

Guests

Guests are those who are not employees of CCSU and need computer access for a specific event, such a guest lecturer or an attendee of a program taking place on campus. A guest BlueNet account must be sponsored by a CCSU employee to ensure it is being used according to our policies and procedures. Guest BlueNet accounts have expiration date not to exceed 90 days from the date the account is requested (you may request to extend this date by contacting the IT Help Desk). Guest BlueNet accounts must be requested using the [BlueNet Account Request for Guests](#) form. The form needs to be signed by the sponsor, then submitted to the IT Department for processing. Complete instructions are outlined on the form. When the account is ready for use, you will receive an email from CCSU Accounts Management with further information for use of the account.

Supervisor Guidelines for Requesting Computer/System Accounts

Banner/Hyperion Account

New employees (full-time faculty/staff, adjunct faculty, UA, student worker)

After the new employee has activated their BlueNet Account, they may use the online [Banner/Hyperion Account Request](#) system to request Banner/Hyperion access. The supervisor will receive an email to approve the request, and it will then be routed to the IT Department for processing. The employee will receive an email from the IT Help Desk with their Banner/Hyperion account information.

Department transfers (full-time faculty/staff, adjunct faculty, UA, student worker)

After the employee's BlueNet account has been updated under the new department, they may use the online [Banner/Hyperion Account Request](#) system to request Banner/Hyperion access. The supervisor will receive an email to approve the request, and it will then be routed to the IT Department for processing. The employee will receive an email from the IT Help Desk with their Banner/Hyperion account information.

Vendors, Volunteers, or Unpaid Employees

After a BlueNet account has been activated, they may use the online [Banner/Hyperion Account Request](#) system to request Banner/Hyperion access. The supervisor will receive an email to approve the request, and it will then be routed to the IT Department for processing. The employee will receive an email from the IT Help Desk with their Banner/Hyperion account information.

Guests

Guests are not permitted to have Banner/Hyperion access.

WebNow Account

New employees (full-time faculty/staff, adjunct faculty, UA, student worker)

After the new employee has activated their BlueNet Account, they may use the online [WebNow Account Request](#) system to request a WebNow account. The supervisor will receive an email to approve the request, and it will then be routed to the IT Department for processing. The employee will receive an email from the IT Department with their WebNow account information.

Department transfers (full-time faculty/staff, adjunct faculty, UA, student worker)

After the employee's BlueNet account has been updated under the new department, they may use the online [WebNow Account Request](#) system to request a WebNow account. The supervisor will receive an email to approve the request, and it will then be routed to the IT Department for processing. The employee will receive an email from the IT Department with their WebNow account information.

Vendors, Volunteers, or Unpaid Employees

After a BlueNet account has been activated, they may use the online [WebNow Account Request](#) system to request a WebNow account. The supervisor will receive an email to approve the request, and it will then be routed to the IT Department for processing. The employee will receive an email from the IT Department with their WebNow account information.

Guests

Guests are not permitted to have WebNow access.