

Electronic Labor Redistribution Initiator Access

Fill out Request for Computer Access form (Check the Labor Redistribution Initiator check box in the HR section of the form):
http://ict.nmsu.edu/security/forms/ICT_RequestForComputerSystemsAccess.pdf

Gather appropriate signatures

Attend initiator training and pass open-book quiz

Training course passed?

YES

Forward Computer System Access Form and Copy of Training Completion to ICT according to form instructions

ICT setup necessary access in Banner and contact Initiator when complete

NO

Retake initiator training