

# Self Service Access Request

This form replaces the "New Instructor Activation" and the "myRedDragon Access Request for Instructors & Advisors"



This form is used to change or establish Self Service Banner access in myRedDragon. This form does not establish the person named as an employee of the College, nor does it grant access to myRedDragon or the Banner Client (INB). Please contact Human Resources for additional information about formal hiring. This form is not used for graduate assistants or teaching assistants. Please contact the IRSC for information regarding access to Blackboard for graduate assistants or teaching assistants.

You may use one or both of the categories below when requesting changes or activation. Please complete all applicable areas/fields as required.

**Employee Name:** \_\_\_\_\_ **C-Number or SSN:** \_\_\_\_\_  
 First Middle Last Only use SSN if a C-number is not assigned. Do not email SSNs.

**Effective Term:** \_\_\_\_\_ **Department:** \_\_\_\_\_ **School:**  Arts & Sciences  Education  Professional Studies

**Standard (Instructor) Role:** gives an instructor the ability to view information related to enrolled students only in the course sections they are teaching. This is most appropriate for adjunct faculty members, or any instructor who teaches course sections but is not assigned an advising load. Employees who are not required to access student records will also receive this role, and will not have student record access.

**Advisor Role:** gives an employee access to advanced student information for advisees and students and provides access to specific advisor tools such as the advisee roster. Appropriate for professionals working with student records, department secretaries and faculty advisors. *Faculty instructors should only be granted the advisor role if they will be assigned an advising load by the department.*

**Department Chair/Coordinator Role:** gives an employee access to advanced student information for advisees and students for the entirety of the department, and provides access to additional grading and admissions tools. Appropriate for chairs, graduate coordinators and academic program directors/coordinators.

**1. ROLE CHANGES** - Complete when adding a new role, or adding a new hire. Do not complete when assigning existing, active instructors to a course section.

**Standard (Instructor) Role:**  Add Role  Remove Role

Used when an instructor requires access to the basic tools for administering a course such as course –specific faculty tools, grading, rosters etc..  
*Common Users: New Employee and Faculty Hires or Reactivating Instructors*

**Advisor Role:**  Add Role  Remove Role

Used when an employee/instructor is assigned advising duties or is required to review student academic records. Provides access to myRedDragon faculty advising tools, including Degree Works (or CAPP for graduate advisors).  
*Common Users: New Hires Who Advise, Assigning Advising Role to an Existing Instructor, Department Support Staff, Administrators*

**Chair/Coordinator Role:**  Add Role  Remove Role

Used when a faculty member assumes chair/coordinator duties. Generally, an "ADD" request for the new chair/coordinator is required to be submitted alongside a separate "REMOVE" request for the outgoing chair/coordinator, except in the case of interim chairs/coordinators or approved sabbatical.  
*Common Users: Department Chairs, Graduate Coordinators, Academic Program Directors/Coordinators*

**2. COURSE SECTION ADDITIONS** - Complete only when adding a new instructor to the course roster. Additional sheets may be added if needed.

| CRN | Subject | Number | Section | Title |
|-----|---------|--------|---------|-------|
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**3. APPROVAL** – Required for all transactions. Provide the form to the chair or dean. The chair or dean will mail the completed form to the Registrar's Office.

The approver affirms that the named individual is requesting appropriate levels of access to information, in accord with policy and their status at SUNY Cortland.

Department Chair or Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*The dean's signature is required when granting DEPARTMENT CHAIR access to SSB.*

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_  
*Registrar approval and processing is required for all transactions.*

Administrative Computing: \_\_\_\_\_ Date: \_\_\_\_\_  
*Only if applicable. Routed to Administrative Computing by the Registrar.*