

Directions on how to Activate/Inactivate a Faculty Member or Advisor in Banner



1. Click on the NSU Service Manager icon on your desktop.
2. After logging in with your NSU credentials, click on Submit a Request.

Collaboration Resources

 Alumni Mailbox Retention Request Need to request an alumni mailbox to remain active? Use this form to request that it not be deleted.	 NEW Office 365 Resource Request Use this form to request a new Shared Mailbox or Distribution Group. This form cannot be used to request access to an existing mailbox.	 Share Access Request Need access to a network share? Use this form to request access.	 Update Personal Info Request Use this form if you need to update your personal phone, personal email and location.
---	---	---	--

General Requests

 Submit a Request Submit a ticket to request technology support for services involving: Software (i.e. software installation, licensing, or access to applications).	 Submit an Audio Visual/Video Conferencing Request Do you need to request Audio Visual or Video Conferencing equipment from the AV department?	 Submit an OIIT Request Initiation Submit an OIIT Initiation Request for new projects, modifications and enhancements to enterprise applications such as: Ariba, SAP, etc.
---	---	---

OIIT Analyst

 Intune Bypass CA Policy	 MFA Reset This form is used to reset the Multi-Factor Authentication contact information. Once this form is completed, the end-user must re-enroll.	 Office 365 Access Request Use this form to add a member to a Distribution Group or gain access to a Shared Mailbox.	 Projector Bulb Request Do you need to request a projector bulb? Request bulb here. After request is made, please check the comments section of the request.
 Root Cause Analysis This document serves as a Root Cause Analysis for the issue experienced by department in charge of resolving the issue.	 Update NSU Office Phone & Location	 Video Conferencing Event Log PLEASE DO NOT USE THIS FORM TO REQUEST VIDEO CONFERENCING MEETINGS. This form is for VC techs to submit.	

3. Provide the required information for each request.

1 Request Category **2 Request Details**

Request Category

What Are You Requesting? (Required)

Banner Request ▼

Banner Request (Required)

▲ This is a required field. ▼

Create Request On Behalf Of:

Choose One... 

1 Request Category **2 Request Details**

- Banner Access
- Banner Advisor Access Request
- Banner Faculty Access Request
- Banner Printing
- Banner 9 Question
- Banner Scheduler

4. Click the NEXT Button at the bottom of the page.

 PREVIOUS  NEXT  SAVE  CANCEL  UNFAVORITE

5. Fill in the requested information and click SAVE.