DEPARTMENT OF
HUMAN RESOURCES

TO: New/Rehire UALR Employees

FROM: Annette Murdock-Tangye
Director

SUBJECT: UALR IDs, Networks, and Systems Access

Great News! BANNER Web for employees is now available for all employees to use. This application allows employees to view and/or update their personal and employee information using WEB technology. After you receive your first paycheck, you may access the Banner On-line Services System (BOSS) at https://boss.ualr.edu.

BOSS:
To login to BOSS, input your UALR T-number and a six (6) digit PIN. As a new employee, your PIN will initially be the last six (6) digits of your Social Security Number. However, if you are or have been a student, you may already have a PIN assigned by the Office of Admissions and Financial Aid (569-3110). For security purposes, you will need to change your PIN, under the Personal Information tab, after initial login.

Banner Access:
Banner is a comprehensive relational database system used by UALR and other institutions of higher education all over the world. It contains administrative information about UALR's employees, students, and financial records. As these records contain sensitive data and is protected by privacy laws, authorization from your direct-report/supervisor is required for access. The Banner Access Form is available on the Office of Information Technology Services' webpage at http://ualr.edu/itservices/files/2011/02/banner_authorization_full_20130913.pdf. You may also find more detailed information regarding networks, systems, and applications offered to UALR employee through IT Services (http://ualr.edu/itservices/).

Networks and System Access:
Department/Unit heads of a new/rehire that does not have an active affiliation with the university, can submit a request to IT Services to award access. The form to achieve authorization is the Networks and System Access Form, which can be found on IT Services website at http://ualr.edu/itservices/files/2011/02/network_system_access_20130913.pdf.

UALR IDs:
Employees and students automatically receive a NetID, email address, Windows (Active Directory) username, and a BOSS account once their relationship with the university is established. You can obtain all of your IDs and the services they provide access to, by also clicking on the Change Passwords or View Usernames and IDs link under the Personal Tab in BOSS. Please review section above titled BOSS for login instructions. Here are some examples on what you will see when you click on the Change Passwords or View Usernames and IDs link:

Type	Services
NetID	Wireless, Google Apps (Mail, Calendar, Docs), Blackboard, myUALR
Email Address	Google Mail (IMAP/POP3, Google Sync)
FACSTAFF	Windows network (Active Directory)
STUDENTS	Windows network (Active Directory)

By using your NetID and password to access myUALR, you are able to do a "single sign-on" to your UALR email, BOSS, and Blackboard instead of logging into each one separately.

Faculty Course E-Updates:
If you are a new faculty (full or part-time) and your name is not attached to the course(s) you are teaching, your department must submit an E-Update to the Office of Records and Registration. After which, you will have access to your class roster(s), be able to submit grades, etc. through BOSS under the Faculty tab.

We hope this information has been helpful. Please contact the Department of Human Resources at 569-3180 if you have questions or need assistance.