



# Information Technology Services ACTION Form

**Instructions:** Please submit the form directly to the NSU IT Service Desk if it is for a Student Worker, otherwise it MUST be submitted to the Office of Human Resources. The Office of Human Resources will verify the information on the form and, if correct, redirect to the NSU IT Service Desk. The form will be returned to the requesting department for corrections if there are error or omissions.

After the NSU IT Service Desk receives the form a work ticket will be created. The work ticket number and copy of the ACTION form will be emailed to the departmental account sponsor. Please contact the NSU IT Service Desk at 918-444-5678 or email [help@nsuok.edu](mailto:help@nsuok.edu) for work ticket status or questions regarding this process.

**For Argos and M Drive Access:** Please place a ticket with the NSU IT Service Desk AFTER the employee has received their NSU Username.

**For Copier Access:** Please complete a Copier Management form (available at [its.nsuok.edu](http://its.nsuok.edu)) AFTER the employee has received their NSU Username and submit it to the NSU IT Service Desk for processing.

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**Employee's Name:** First, Middle, Last

**Department of Employment:**

**Banner ID:**

**Date of Birth:** MM/DD/YYYY

**Last 4 Digits of SSN:**

**University Role:** Please check if the employee is a Student Worker, Faculty or Staff Member.

Student Worker

Faculty Member

Staff Member

**Match Banner Access:** If the employee's access needs to match another employee, please provide the username below.

**Banner INB Access:** The access selected below will grant an employee the Banner Forms they will need within the Finance, Student, or Payroll modules of Banner INB. If the employee does not need Banner Forms access please check the 'None' box.

Banner Finance

Banner Student

Banner Payroll

None

**Account Sponsor Name and Signature:** An Account Sponsor Name and Signature is required for completion of this form. Any Action form submitted WITHOUT a Name and Signature will be returned.

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**HR Office Use Only: Verified By**

**HR Office Use Only: Date Verified**

**ITS Office Use Only: Date Received**

**ITS Office Use Only: Ticket Number**