

Setting Up New Faculty Accounts

New faculty can get access to email, Wingspan, and on the schedule for a laptop by following these steps.

- 1) Have the faculty member set up in Banner as faculty (either a or b will work)
 - a. Submit and complete ePAF process or
 - b. Request assignment in Banner through Academic Scheduling (K. Traverse or T. Drueke)After setup, the chair or academic scheduler can assign the new faculty to their courses.
- 2) Complete the WIN account request form. (For adjunct faculty the request form normally comes from Department Admins.)
 - a. See IT FAQ: [Technology Frequently Asked Questions | Winthrop University](#) How do I get a User Account – Faculty and Staff
- 3) I.T. will create an email account and send the following:
 - a. **To user** - WIN Account Creation email stating the account is created along with temp password and instructions for changing password and setting up MFA
 - b. **To user** - Added to Cybersecurity Training and sent email with link to CST and information regarding timeframe to complete the training
 - c. **To user and Chair (or Department Admin/Coordinator)** – [New User IT Request](#).
- 4) Completed [New User IT Request](#) is sent to helpdesk@winthrop.edu. This form will initiate a workflow to handle the following:
 - a. Laptop/Docking station/Monitor and peripherals
 - b. Phone and VM setup (if required)
 - c. Network shares
 - d. Software