Steps to become a Requester

Complete FERPA training first
If needed complete Banner training

1. Request access through Tiger Tracks.
   Log in to MY ISU.

   Click on Access Tiger Tracks

2. Click on Request Services.
3. Select Staff

Service Catalog

Categories (4)

- Students
- Faculty
- Staff
- College, Departmental, and Campus Services

Services (1)

- JMP Software

4. Select Access

Categories (9)

- Access
- Computer Labs
- Courses
- Electronics Repair
- Internet
- Parking
- Print
- Software
- Telephone and Mail
5. Select Employee Account, Request or Renew

Categories (1)

Software
Services and request forms to gain further permissions in online applications.

Services (7)

Employee Account, Request or Renew
Request account services for a student employee, affiliate/adjunct faculty, temporary, or retired employee.

Access Video Classroom Recording
Faculty can have access to the recordings from their Distance Learning Classrooms and Post them into their Moodle ISU Course.

Can't Log into Account

6. Click Request access and complete the form.

How to Request
Click the Request Access button and complete the request form.

Service Description
A supervisor can request account services for an affiliate/adjunct faculty, temporary, student, or retired employee they are responsible for.

Services that are not listed above can be requested using the Request Other Access form.

Standard Features
Account services included in this form:
- Email
- UCF
- Instructor / Lab (for contracts or range who do not get it by default)
- Banner / Argus

Roles and Responsibilities
User Responsibilities:
Provide details related to the request including:
- Who needs access
- What access is needed
- What access write access

Service Provider Responsibilities: