

## Current Form Templates in RightSignature (as of 12/3/2021)

Anyone who has a RightSignature account can deploy one of the below forms for approval. If you are not sure who in your area has an account, please contact Megan Jones.

To select a template once logged in to RightSignature, click Start Document. Select Send for signature. Click Use A Template, find the one you want, and click Add. You will see an option to Add Another File here. This option is for adding another form to be signed, not additional documents that should be attached to a form. Attaching documents will be an option within the form when it is filled out. Now, click on Prepare Document and assign the people who are involved. If there is a signature that is not needed (i.e., Additional Supervisor) you can click on the grey X to delete that step. Once all roles have been assigned click on Next: Review. You may review your recipients and add emails to copy others that do not have required signatures but may be relevant to the process. Additionally, a message can be added at this point. Once finished reviewing click Send Document.

Unfortunately, there is no way to correct a form with an error once it has been sent for approval. The form would need to be Void and recreated by the sender.

Some forms are setup for the sender to fill in the information and others are to be sent to whomever to fill in the information. Any field that has ▶ when filling out or signing, is required.

401K Enrollment Plan Request (HR)
Adjunct Faculty Letter of Intent
Authorization for Official Travel
Banner Finance Account Request
Banner Student Account Request
CCAMPIS
Change Order Increase – Level I (Below \$4,999)
Change Order Increase – Level II (Exceeds \$5,000)
Change Order Increase – Level III (Exceeds \$10,000)
Certification of Search Pool (HR)
Change of Employment Status (HR)
Computer Account Request – Faculty (Network and Email Access)
Computer Account Request – Staff (Network and Email Access)
Course Substitution/Waiver
Credit by Exam
Degree Works Account Request
Distance Education Subcommittee – Internet Course Development and Approval
Educational Fee Waiver Request – Staff/Faculty (HR)
Employee Probationary Evaluation (HR)
Faculty Credentials Form
Faculty Credentials Form
Faculty Promotion Summary Sheet
Faculty Tenure Summary Sheet
Incomplete Grade Assignment
Key Request
NeSCC Policy Cover Sheet (Policy Addition or Modification) (HR)
Notice of a Grade Change
Outside Employment Notification (HR)

Professional Development Funds Request (HR)  
 Publication Request  
 Request for Fee Discount for Spouse and/or Dependent (HR)  
 Stipend/Extra Compensation Request (HR)  
 Telecommuting Agreement (HR)  
 Tennessee Board of Regents Employees Charitable Campaign (HR)  
 Workforce Solutions Notice of Employment

**STATE**  
*We're here to get you there*

**BANNER STUDENT ACCESS REQUEST FORM**

Access to Banner Student is restricted to employees of Northeast State Community College. Further, access is granted based upon employment responsibility and the employee's need to gain such access to fulfill his/her responsibilities. Should those responsibilities change, it is the employee's and supervisor's responsibility to re-submit this form to have his/her security access re-evaluated

Please Check One:  New User  Delete User  Change Profile  
 (Please mark **A** for Add, **D** for Delete next to appropriate class)

Banner ID:

Name:    Date:

Office Location:  Phone Ext:

Department Name:

Job Title:

Banner Class or Same Access As:

Completed FERPA training:

Registrar's Signature:  Date:

Employee Signature:  Date:

Supervisor:  Date:

Vice President for Institutional Excellence & Student Success:  Date:

Assistant Director, Applications & Web Services:  Date:

**Office Use Only** **Banner ST Classes:**

**Roles**

- Sender
- Employee
- Registrar/Deidra Close
- Immediate Supervisor
- Additional Supervisor 2 (if needed)
- Additional Supervisor 3 (if needed)
- Vice President for Institutional Excellence Student Success/Susan Graybeal
- Assistant Director, Applications & Web Services/Tamra Harris

When in "signing mode".

**NORTHEAST STATE**  
*We're here to get you there*

Northeast State Community College  
 Banner Student Access Request Form

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Supervisor:  Date: