The FERPA Online Training course is located at owltrain.kennesaw.edu. Available to download.
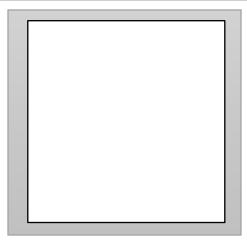
For questions in regards to Banner Access (how to fill out form, what to include, etc.) contact bannerforms@kennesaw.edu.

For questions in regards to KSU Connect Access or technical issues (ex. Locked out of system), contact service@kennesaw.edu.

Owl Express, Degree Works Access

- Owl Express Access Request

KSU Connect Access ("Banner Related" tab and/or other access)

1. From your preferred web browser, navigate to http://uits.kennesaw.edu/.
2. Under "Popular Services" (left hand side) select "Request Forms".
3. Select Technology Service Requests.
4. From the "Select a form" drop down, choose "New Account(s) Set Up".
5. Select campus.
6. Fill in Section 1: Supervisor/Administration Information.
7. Fill in Section 2: Employee Information.
8. Fill in Section 4: Requested Accounts by checking off "KSU Connect".
   a. In the "Other" box it is helpful to say exactly what processes the individual needs.
9. When done, select "submit".