

University of Montana Identity Management
Procedure for Creating NetIDs and Umontana Aliases for

Employees

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Employees are given a UM NetID and Umontana.edu Email Alias based on information that is maintained in the Banner Enterprise Information System. The Employee NetID is in the format fl123456e. An employee, who is also a student, could have two NetIDs.

Employees are identified in Banner as having an Active Employee Record (PEBEMPL). Certain Employee Classes are excluded from this selection due to their being identified as Student Employee Classes. The excluded classes are:

- 1H – Hourly Student
- 1S – Salaried Graduate Assistant
- 1R – Residence Life Assistant
- 1N – Non-Work Study Miscellaneous

When Human Resource Services enters a Termination Code in the Employee Record, the employee's NetID will be deactivated.

Adjunct Faculty are included as part of this selection. Their NetID will remain active until Human Resource Services enters a Termination Code in their Employee Record.

Employee UMontana.edu email aliases will be activated once the Employee identifies a Preferred Email Address in Banner (through Cyberbear). Once this is done the Umontana.edu alias will deliver mail to the identified Preferred Email Address.