



Request for Finance Access
Banner, Perceptive Content, Web Forms, and/or ASPIRE

Type of Access: **New** **Change** **Additional**
(Initial request for access) (Remove prior access & update-for dept changes) (add to current access)

Name _____ User ID _____ @mtu.edu
Title _____ Office Phone _____
Dept _____ Dept Code(s) _____ All Depts

Access same as _____ and indicate appropriate access areas below:

Banner Perceptive Content Web Forms ASPIRE

OR choose appropriate access below:

Banner Finance Access

Query Access

Query access to finance forms, finance self-service and finance reports BAN_FIN_FALL_C
Query access to student accounts receivable forms/reports-begin with 'T' BAN_FIN_FQARS_C

Update Access

Update access to FZAFELL-Fellowship and TZAGRSP-Tuition Support BAN_FIN_FGRAD_C
Update access to Banner form FBABDRA for entering budgets BAN_FIN_BUDG_C
Update access to enter journals/remittances into Banner BAN_FIN_FUIB_C
Rule Groups:
Update access to enter finance self-service requisitions REQG
Update access to equipment inventory (FZAEINV) - equip coord only BAN_FIN_EQIP_C
Update access to enter select student accounts receivable charges BAN_FIN_FUARE_C

Permissions:

Update access to enter self-service budget transfers/ transfers FINANCESSB9TEST
Rule Groups: JVBT, JVMT, JVLT WebTailor Role

Other General Access

Select administrative staff (Campus Store, Fin Aid, FSO, SPA) -**update** access to vendor BAN_FIN_ADDR_C
and agency address forms
Dept coordinators/finance - Query access to Tech Fund finance reports WebFOCUS &Fund/Orgn
Dept staff-space coordinator (access to space - bldg, room information) BAN_FIN_SPACE_COORD_C & ASPIRE

Department Specific Access

Campus Store

Staff-access to forms TZABKST, TZATIIV, TZIBILL BAN_FIN_BKST_C
Student employees - access to TZABKST BAN_FIN_SBKST_C

Cashiers

Update access forms specific to cashiering function BAN_FIN_FCASH_C
Query access direct deposit forms BAN_FIN_GCASH_C

Financial Aid, Financial Services, Internal Audit, Sponsored Programs

Query access to all accounts receivable forms and reports (FSO, IA, SPA) BAN_FIN_FARAL_C
Update access to processes, forms and reports specific to Spons Prog Acctg (SPA) BAN_FIN_FRSH_C

Approval Queues:

Query access to most finance forms, reports (FSO, IA, SPA, SPO) BAN_FIN_FSO_C
Update access to student, non-student accounts receivable forms (FA, FSO, SPA) BAN_FIN_FUARN_C

Permissions:

Update access to chart of accounts and ledger information (FSO, SPA) BAN_FIN_FUGL_C

Rule Groups:

Query access to finance and accounts receivable information (IA) BAN_FIN_IAUD_C

Update access to cost share information in banweb (SPO) BAN_FIN_SPO_C

Banner Workflow Access (SPO): Role SPO Project Analyst or Cost Share Approval WF Admin

Graduate School:

Update access to TZAGFEE

BAN_FIN_GRADSCH_C

Public Safety and Police Services:

Query access to fixed asset forms

BAN_FIN_PSAFEFA_C

Student Organization:

Query access to finance information specific to student org via banweb

Other : _____

Web Form Access

Check Request

Reallocation of Expenditures

Perceptive Content (ImageNow) Access

View invoices, journals and blanket and purchase orders

Access to departmental workflow queue(s) for approving blanket order invoices* and/or purchase order receivers

*User must be an authorized signer on the blanket order prior to approving in Perceptive Content

Document upload (website access to upload forms that are process by Financial Services personnel)

Other: _____

ASPIRE Access

General Inquiry to space, building and room, information

BAN_FIN_SPEC_SPACE_C

Deans and Chairs dashboard

BAN_FIN_OTH_DAC_DBD_C

Research information

BAN_FIN_RSCH_USER_C

Classroom technology **update**

BAN_FIN_CLS_TECH_C

By signing below applicant and approver acknowledge the following:

Access to student information is governed by federal law - the Family Education Rights and Privacy Act (FERPA). Employees with access to student information must comply with FERPA. For more information, please go to: <https://www.mtu.edu/registrar/faculty-staff/ferpa/>

Access privileges are issued to employees with the understanding that they will use the information thus obtained only in the conduct of their official duties and that no information will be disclosed to other persons who do not have a need to know.

I certify that I understand my responsibilities as an authorized user of finance information. I am responsible for the use and interpretation of the information.

Applicant's Signature

Date

Approval Signature (Supervisor)

Date

Name of Approver: _____

Completed forms can be sent to fis@mtu.edu or faxed to 487-2119

Financial Services Use Only

Date

Data Custodian Signature