

**Michigan Technological University
Request for Access
Banner Student System**

Applicant's Name & Title		
Department	Phone #	User ID

Please give me the same access as _____, or, the following:

Check one:

Check one:

<input type="checkbox"/>	Create NEW Banner Account
<input type="checkbox"/>	Change EXISTING Banner Access Profile

<input type="checkbox"/>	Faculty	<input type="checkbox"/>	Student
<input type="checkbox"/>	Staff	<input type="checkbox"/>	Other: (explain)

Query Access

Add	Banner Access Profile	Banner Access Class(es) For Use by OSRR only.
	View All Student Forms - Query on all student Banner forms	BAN_STU_QALL_C STUDENT_QALL (role)
	View All Student Forms EXCEPT Academic History - Query of all student Banner forms except those forms that contain grades, GPA information or academic standing information.	BAN_STU_QNO_SH_C STUDENT_QNO_SH (role)
	View Confidential Demographics - Query on General Person Form that contains confidential demographic information.	BAN_STU_QSPECL_C

Update Access

Add	Banner Access Profile	Banner Access Class(es) For Use by OSRR only.
	Academic History - Update student's academic standing. ~Sponsored University Programs	BAN_STU_HISTORY_C
	Address Maintenance - Update student address information.	BAN_STU_USP_C
	Admissions - Process Student Admission Information ~Admissions Office ~Center for International Education ~Sponsored Educational Programs ~Graduate School ~Will enter applications YES <input type="checkbox"/> NO <input type="checkbox"/>	BAN_STU_UADMS_C BAN_STU_UADM_STU_C BAN_STU_USPECL_C
	Alumni - Update various alumni forms.	BAN_STU_UALUM_C
	Banner Email Process - Create specialized email messages for students.	BAN_STU_UEMAIL_C
	Commencement - Update commencement information for undergraduate students. ~Office of Student Records and Registration Degree Services Staff	BAN_STU_UCAPP_C BAN_STU_UDEG_STU_C
	Coop - Update coop student information. ~Career Center	BAN_STU_UCOOP_C
	Event Scheduling - Schedule rooms for student organization events, graduate defenses, special events, and for faculty and staff use. ~Office of Student Records and Registration ~Special Events ~Student Affairs, Activities ~Graduate School	BAN_STU_UEVNT_C
	Faculty Information - Update faculty personnel information. ~Human Resources	BAN_STU_UHR_C BAN_STU_USPECL_C
	Financial Aid - Update financial aid information for students.	BAN_STU_UFIN_C BAN_STU_USPECL_C
	Graduate School Information - Update graduate student information including commencement information. ~Graduate School	BAN_STU_UGRSCHL_C BAN_STU_UHISTORY_C
	Graduate Student Stipend Information - Update graduate student assistantship/fellowship/internship information.	BAN_STU_UGRAD_C

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Add	Banner Access Profile	Banner Access Class(es) For Use by OSRR only.
	Hold Access - <i>Enter holds on student accounts.</i> ~Accounting Services ~Office of Student Affairs and First-Year Programs ~Sponsored Educational Programs ~Telcom	BAN_STU_UHOLD_C
	Housing - <i>Update student housing information.</i> ~Residence Life ~Daniell Heights	BAN_STU_UHSG_C BAN_STU_UMEDI_C
	Institutional Analysis - <i>Update and query access to various student forms.</i>	BAN_STU_IA_C
	Public Safety - <i>Query registration and demographic information. Update parking.</i>	BAN_STU_UPUBS_C BAN_STU_UPARK_C
	Records Maintenance ~Office of Student Records and Registration	BAN_STU_UREGR_C BAN_STU_USPECL_C BAN_STU_UEVNT_C
	Registration - <i>Update student course registration information.</i>	BAN_STU_UREGIST_C
	Registration Permissions - <i>Update registration permit-override form.</i>	BAN_STU_UPERMIT_C
	Sevis - <i>Update International student data.</i> ~Center for International Education	BAN_STU_UCIE_C
	Student Affairs - <i>Update academic standing information, medical/disability information and advisor information.</i> ~Office of Student Affairs ~Office of First-Year Programs	BAN_STU_UDOS_C BAN_STU_UMEDI_C BAN_STU_UDISA_C
	System Administrators	MTU_SYSADM (role)
	Test Scores - <i>Update advanced placement test scores for undergraduate students.</i>	BAN_STU_UTESTSCR_C
	Transcripts - <i>Print official and unofficial transcripts.</i>	BAN_STU_UTRANS_C STUDENT_UTRANS (role)
	Transfer Articulation - <i>Update transfer course information.</i>	BAN_STU_UTRNSF_ARTC_C

Applicant Certification

Access privileges are issued to staff members 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. In addition, access to, and disclosure of, student information is governed by a federal law – the Family Educational Rights and Privacy Act (FERPA). By requesting access to the Banner Student System, staff members are accepting responsibility for knowing and complying with FERPA.

I certify that I understand my responsibilities as an authorized user of the Banner Student System.

Applicant Signature

Date

Department Head/Manager Approval

The above applicant's duties require access to the administrative computer system and data. I realize that it is my responsibility to have my staff read and understand FERPA guidelines.

Department Head/Manager Signature

Date

Banner Student System Authorization Approval

Data Custodian Signature

Date