Banner Access Request Form

Check the role to select.

- New Banner Account
- Change Existing Account
- Student Worker

Same Access As:

- Housing Office Staff
- UG Admissions Staff
- Alumni Staff
- Athletics Staff
- Career Services Staff
- Dean Of Students Staff
- IPS Office Staff
- Wahtera Office Staff
- Financial Aid Staff
- Graduate School Staff
- Graduate School Program Director
- Graduate School Program Assistant Director
- Graduate School Faculty
- Housing RA
- Housing Desk Reception
- Human Resources Staff
- Institutional Analysis Staff
- Public Safety
- Registrar Office Staff
- Student Leadership & Involvement Staff
- Summer Youth Programs Staff
- Summer Youth Athletics Staff
- Transportation Services Staff
- Services Staff

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Aspire
Sunapsis
Touchnet
Perceptive Content Group:
Web Focus- Student (list folders below)
Hold Processing- Enter holds on student accounts
Registration- Update Course registration information
Registration Override- Update override registration
Student Insurance Information
Test Scores- Update UG placement test scores
Transcripts- Print transcripts
PW Reset/ Duo for Testing

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 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 System.

Supervisor Approval - The above applicant’s duties require access to the Banner system and data. I realize that it is my responsibility to have my staff read and understand FERPA guidelines.

Applicant Signature
Applicant Printed Name
Date

Supervisor Signature
Supervisor Printed Name
Date