

Contact Information

Last Name First Name/Preferred First Name

M Number User ID Office Phone

Department Title/Position

Banner Access Request Form Check the role to select.

- New Banner Account Change Existing Account Student Worker Same Access As: _____
- | | |
|---|---|
| <input type="checkbox"/> UG Admissions Staff | <input type="checkbox"/> Housing Office Staff |
| <input type="checkbox"/> Alumni Staff | <input type="checkbox"/> Housing RA |
| <input type="checkbox"/> Athletics Staff | <input type="checkbox"/> Housing Desk Reception |
| <input type="checkbox"/> Career Services Staff | <input type="checkbox"/> Human Resources Staff |
| <input type="checkbox"/> Dean Of Students Staff | <input type="checkbox"/> Institutional Analysis Staff |
| <input type="checkbox"/> IPS Office Staff | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Wahtera Office Staff | <input type="checkbox"/> Registrar Office Staff |
| <input type="checkbox"/> Financial Aid Staff | <input type="checkbox"/> Student Leadership & Involvement Staff |
| <input type="checkbox"/> Graduate School Staff | <input type="checkbox"/> Summer Youth Programs Staff Summer |
| <input type="checkbox"/> Graduate School Program Director | <input type="checkbox"/> Youth Athletics Staff Transportation |
| <input type="checkbox"/> Graduate School Program Assistant Director | <input type="checkbox"/> Services Staff |
| <input type="checkbox"/> Graduate School Faculty | |

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- | | | | |
|---|---|-----------------------------------|--|
| <input type="checkbox"/> Aspire | <input type="checkbox"/> Sunapsis | <input type="checkbox"/> Touchnet | <input type="checkbox"/> Perceptive Content Group: _____ |
| <input type="checkbox"/> View All Student Forms | <input type="checkbox"/> Web Focus- Student (list folders below) | | |
| <input type="checkbox"/> View All Student Forms EXCEPT Academic History | _____ | | |
| <input type="checkbox"/> Address Maintenance- Update student address information | _____ | | |
| <input type="checkbox"/> Admissions- Process Admissions information (Not Slate Access) | <input type="checkbox"/> Hold Processing- Enter holds on student accounts | | |
| <input type="checkbox"/> Advisor Access- Run degree audits | <input type="checkbox"/> Registration- Update Course registration information | | |
| <input type="checkbox"/> Banner Email Processes- Create specialized email messages | <input type="checkbox"/> Registration Override- Update override registration | | |
| <input type="checkbox"/> Event Scheduling-Schedule rooms for student events, grad defense | <input type="checkbox"/> Student Insurance Information | | |
| <input type="checkbox"/> Guest Access- View guest access information | <input type="checkbox"/> Test Scores- Update UG placement test scores | | |
| <input type="checkbox"/> Grad School Information- Update Grad student information | <input type="checkbox"/> Transcripts- Print transcripts | | |
| <input type="checkbox"/> Grad School Stipend- Update fellowship internship information | <input type="checkbox"/> 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