

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

|                         |                       |                     |
|-------------------------|-----------------------|---------------------|
| <b>Applicant's Name</b> | <b>M Number</b>       | <b>User ID</b>      |
|                         |                       |                     |
| <b>Department</b>       | <b>Title/Position</b> | <b>Phone Number</b> |
|                         |                       |                     |

Check one:

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

Check one:

|                          |               |
|--------------------------|---------------|
| <input type="checkbox"/> | UG Level Data |
| <input type="checkbox"/> | GR Level Data |
| <input type="checkbox"/> | PC Level Data |

Check one:

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

Check one (or more) for additional access:

|                          |          |                          |          |                          |                    |
|--------------------------|----------|--------------------------|----------|--------------------------|--------------------|
| <input type="checkbox"/> | ASPIRE   | <input type="checkbox"/> | EMAS     | <input type="checkbox"/> | Perceptive Content |
| <input type="checkbox"/> | Sunapsis | <input type="checkbox"/> | TouchNet | <input type="checkbox"/> | WebFOCUS           |

**Query Access**

| Add                      | Banner Access Profile   |
|--------------------------|---|
| <input type="checkbox"/> | <b>View All Student Forms</b> - Query on all student Banner forms.  |
| <input type="checkbox"/> | <b>View All Student Forms EXCEPT Academic History</b> - Query of all student Banner forms except those forms that contain grades, GPA information or academic standing information. |

**Update Access**

| Add                      | Banner Access Profile   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Academic History</b> - Update student's academic standing.<br>~Sponsored University Programs   |
| <input type="checkbox"/> | <b>Address Maintenance</b> - Update student address information.  |
| <input type="checkbox"/> | <b>Admissions</b> - Process Student Admission Information<br>~Undergraduate Admissions ~Youth Programs Admissions<br>~International Programs and Services<br>~Sponsored Educational Programs<br>~Graduate School<br>~Will process applications YES <input type="checkbox"/> NO <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Banner Email Process</b> - Create specialized email messages for students.   |
| <input type="checkbox"/> | <b>Commencement</b> - Update commencement information for undergraduate students.<br>~Registrar's Office Degree Services Staff  |
| <input type="checkbox"/> | <b>Coop</b> - Update coop and internship information.<br>~Career Services   |
| <input type="checkbox"/> | <b>Event Scheduling</b> - Schedule rooms for student organization events, graduate defenses, special events, and faculty and staff use.<br>~Registrar's Office<br>~Special Events<br>~Student Affairs, Activities<br>~Graduate School   |
| <input type="checkbox"/> | <b>Graduate School Information</b> - Update graduate student information including commencement information.<br>~Graduate School  |
| <input type="checkbox"/> | <b>Graduate Student Stipend Information</b> - Update assistantship, fellowship, and internship information for graduate students.   |
| <input type="checkbox"/> | <b>Hold Processing</b> - Enter holds on student accounts.<br>~Accounting Services<br>~Graduate School<br>~Sponsored Educational Programs<br>~Telcom<br>~Waino Wahtera Center for Student Success  |
| <input type="checkbox"/> | <b>Housing</b> - Update student housing information.<br>~Residence Life<br>~Daniell Heights and Shared Housing  |

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|--------------------------|---|
| <input type="checkbox"/> | <b>Institutional Research</b> - <i>Update and query various student forms.</i>  |
| <input type="checkbox"/> | <b>Public Safety and Police Services</b> - <i>Query registration and demographic information. Update parking and key information.</i>   |
| <input type="checkbox"/> | <b>Records Maintenance</b><br>~Registrar's Office   |
| <input type="checkbox"/> | <b>Registration</b> - <i>Update course registration information.</i>  |
| <input type="checkbox"/> | <b>Registration Permissions</b> - <i>Update registration permit-override form.</i>  |
| <input type="checkbox"/> | <b>Student Insurance</b> - <i>Update student insurance information.</i><br>~Human Resources   |
| <input type="checkbox"/> | <b>Student Support Services</b> - <i>Update academic standing information, medical/disability information and advisor information.</i><br>~Counseling Services<br>~Dean of Students<br>~Housing & Residential Life<br>~Waino Wahtera Center for Student Success |
| <input type="checkbox"/> | <b>System Administrators</b><br>~EAS, SAIS  |
| <input type="checkbox"/> | <b>Test Scores</b> - <i>Update test scores.</i>   |
| <input type="checkbox"/> | <b>Transcripts</b> - <i>Print official and unofficial transcripts.</i>  |
| <input type="checkbox"/> | <b>Transfer Articulation</b> - <i>Update transfer course information.</i>   |

**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 Name

\_\_\_\_\_  
Department Head/Manager Signature

\_\_\_\_\_  
Date

**Banner Student System Authorization Approval**

\_\_\_\_\_  
Data Custodian Signature

\_\_\_\_\_  
Date