

# ASPIRE Banner Access Information

## Student access

- Access to the Banner Student module is not automatically assigned.
- For access to Student information, including GPA, select: View All Student Forms (ban\_stu\_qall\_c)
- For access to Student, Class and Faculty Schedules (ban\_stu\_genusr\_c)
  - Presently this is not on the Student access form, so you must email your request to [sais@mtu.edu](mailto:sais@mtu.edu)
- Any request for access can be filled out at the following downloadable form: [student access form](#).

## Financial Information Systems

- On page 1, select if your request is for Banner, Perceptive Content, Web forms and/or ASPIRE
- Select the appropriate ASPIRE access on page 2
- Access to the Research reports are not automatically assigned.
  - For access to run Research reports from the ASPIRE Research menu drop down, select: Research Information: ban\_gen\_rschr\_user\_c
- Any request for access documents may be scanned to 906-487-2119

## Human Resources access

- Access to the Banner HR module is not automatically assigned.
- Contact Human Resources Information Systems (HRIS) at [hris@mtu.edu](mailto:hris@mtu.edu) or 906-487-2794 to access the following, if needed:
  - For access to Employee Directory: ban\_hr\_gensel\_basic\_c
  - For access to the 'Organization Reports': BAN\_HR\_GENSEL\_SUPV\_C
  - For access to Salary and other related employee information: ban\_hr\_gensel\_secure\_c
  - For access to salary, benefits, & deductions: ban\_hr\_gensel\_bended\_c

Last edited: 2/11/2019