



REQUEST FOR BANNER 9 ADMIN ACCESS

Name: _____ **Division/Dept:** _____

Title: _____ **Ext:** _____ **E-mail:** _____

NEW – No current access **Replaced Name/Position:** _____

ADD – Additional access requested **REMOVE** – Remove all access

TRANSFER (within Alfred) ****CURRENT BANNER USERNAME:** _____
Remove old access and Add new access

STOP – Give to Supervisor **Navigation Sign-off** _____ **Date:** _____

This employee needs access to the following functionality in Banner to support his/her job responsibilities:

Supervisor's Printed Name and Signature: _____

Send to appropriate Functional Area Security Administrator (FASA) as indicated below.

To be completed and signed by FASA(s) according to request:

_____	_____	_____
		Admissions – Jonathan Kent
_____	_____	_____
Student – Tammy Jursza Williams	Financial Aid – Jane Gilliland	Finance – Jason Warner
_____	_____	_____
Student A/R - Brenda Baker	Human Resources – Kayleigh Jones	Payroll – Kayleigh Jones

Modules:

General **Admissions** **Finance** **Financial Aid** **HR** **Payroll** **Student** **Student A/R**

Assign to Classes: _____ **Databases:** **TEST** **PROD**

Send to **ITS Banner Security Administration** in Alumni Hall

To be completed by Banner Security Administration:

Username: _____

Date Authorization Sent: _____

Julie Slack - Signature