



Alfred University

REQUEST FOR BANNER INB 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 - Linda Travers

Student - Tammy Jursza Williams

Financial Aid - Charles Scheetz

Finance - Jason Warner

Student A/R - Amanda Azzi

Human Resources - Mark Guinan

Payroll - Mark Guinan

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