



# BANNER ACCESS REQUEST

(Must Also Submit Banner Privacy & Security Compliance Statement With This Form  
Send Completed Forms to Information Technology Services  
Box 13012 or Fax To x1117

Instructions: This form is to be completed for all new employees or employees transferring to another department and individuals requiring access to Banner not employed by the university. The first box only is to be completed by the person requesting access to the Banner system. The remainder of the form is to be completed by the employee's supervisor or person in authority over non-employees with the appropriate areas marked where access is needed.

SFA EMPLOYEE       NON-SFA EMPLOYEE (Military Science, UT Health Science Center, Temp Service, etc.)

Legal Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Ext: \_\_\_\_\_ SFA E-mail (if assigned): \_\_\_\_\_

The information below is required when requesting accounts for SFA employees:

CID # : \_\_\_\_\_ mySFA User Name (if assigned): \_\_\_\_\_

Actual SFA Job Title (incl. levels, if applicable): \_\_\_\_\_  
(EX. - Asst. Admin, Chair, Accountant III, Acctg Clk II, Student Asst.)

## TYPE OF ACCESS REQUESTED

(To be completed by Supervisor Or Person Of Authority Over Non-Employees)

ACCESS:     NEW       MODIFY (Describe requested change below - additional access, duties, transfer, etc.)

Reason for modification: \_\_\_\_\_

Does this access model a previous or current employee?     YES     NO

If yes, please give employee name: \_\_\_\_\_

Requesting access to data in (mark below only those that apply to your specific job duties):

If this request is to modify access, only mark the new access being requested. You do not need to mark access you already have.

- |  |  |
|--|--|
| <input type="checkbox"/> FINANCE   | <input type="checkbox"/> GRAD ADMISSIONS   |
| <input type="checkbox"/> PROCUREMENT & PROPERTY                                | <input type="checkbox"/> UNDERGRAD ADMISSIONS  |
| <input type="checkbox"/> P-Card Coordinator                                    | <input type="checkbox"/> FINANCIAL AID   |
| <input type="checkbox"/> P-Card Department                                     | <input type="checkbox"/> HUMAN RESOURCES (mark all applicable areas below)                         |
| <input type="checkbox"/> STUDENT ACCTS RECEIVABLE (mark applicable area below) | <input type="checkbox"/> EPAF's  |
| <input type="checkbox"/> Post Charges  | <input type="checkbox"/> Effort Certification  |
| <input type="checkbox"/> Inquiry Only  | <input type="checkbox"/> IMAGE NOW - must specify employee to model                                |
| STUDENT RECORDS (mark all applicable areas below)                              | <input type="checkbox"/> WEBFOCUS - check box and/or write in views needed                         |
| <input type="checkbox"/> Build Class Schedule                                  | <input type="checkbox"/> OTHER (List below - (EX.- TSI, Orientation, Institutional Research, etc.) |
| <input type="checkbox"/> Place/Remove Holds, Permits, Overrides                |  |
| <input type="checkbox"/> Inquiry Only  |  |
| <input type="checkbox"/> Self-Service (Student Information)                    |  |

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Name (Please Print): \_\_\_\_\_

### FINANCE USERS ONLY

Provide information for access to specific accounts

Index _____	Fund _____	Org _____
Index _____	Fund _____	Org _____
Index _____	Fund _____	Org _____
Index _____	Fund _____	Org _____
Index _____	Fund _____	Org _____
Index _____	Fund _____	Org _____
Index _____	Fund _____	Org _____
Index _____	Fund _____	Org _____
Index _____	Fund _____	Org _____

### HR USERS ONLY

Provide information for access to specific orgs

Org _____	Org _____	Org _____
Org _____	Org _____	Org _____
Org _____	Org _____	Org _____