



Banner Access Request Form

Request Type

Check one:

- ☐ 1. First time user request _____
- ☐ 2. Modification to existing user access for (enter Banner user name) _____
- a. If the user is transferring to a job and will replace a current Banner user, enter the Banner user name of the job incumbent _____
- ☐ 3. Remove access for (enter Banner user name): _____
- a. Effective date of terminated account: _____

User Information

Last Name: _____ First Name: _____ Banner ID: _____

Email address: _____ Phone: x _____

Position title: _____ Department: _____ Org Code: _____

Employee's Position Number: _____

Check one: ☐ Full Time Faculty or Staff ☐ Temporary Employee ☐ Student Worker ☐ Consultant

Provide a brief justification and the functions to be performed (e.g. track dept budget; check student registration status; create purchase requisitions):

List the Fund codes and Org codes the user needs access to: _____

Check all Modules that are Required:

- ☐ Finance/Payroll/HR
- ☐ Student
- ☐ Financial Aid
- ☐ Student Population Selection rules and forms
- ☐ Banner Document Mgmt (BDM)
- ☐ Banner Workflow
- ☐ Web time entry approval
- ☐ Argos Reporting. List the role needed (viewer, report writer, datablock designer) : _____

List the folder(s) needed, if known: _____

List the report(s) needed, if known: _____

☐ Departmental MSAccess reports (known as Banner Reports) for Student data or Property data. List the path on the network H drive where the reports are stored: _____

Student, Finance, and Financial Aid Module detail: List all form names and whether you need 'Q' query or 'M' modify access.

| Form Name | Access Type (Q or M) | Form Name | Access Type (Q or M) |
|-----------|----------------------|-----------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

User certification: I understand that access to this system is to conduct official university business and that the information that is available to me is not for personal or commercial purposes. I will not share my account or password with another user. I understand that I am not authorized to update data unless I am approved for 'M' modify permission on Banner forms. Any information that I extract will not be emailed, and will be stored on a secured campus server (please ask ITC for storage details).

User's signature: _____

Date: _____

Department approval:

I approve the access requested by the above individual. When the user leaves NMIMT or transfers to another department, I will notify ITC in a timely manner so that access is terminated or modified.

Print Name: _____ Signature: _____

Date: _____

Dept./Division Head Name: _____ Signature: _____ Date: _____

Banner Administration Review and Approval:

1) **Finance/Payroll/HR Modules** approval signature: _____

Date: _____

Email completed form to: Emma.Aafloy@nmt.edu

2) **Student Module** approval signature: _____

Date: _____

Email completed form to: Heather.Juarez@nmt.edu

3) **Financial Aid Module** approval signature: _____

Date: _____

Email completed form to: Zelda.Vinson@nmt.edu

Form Instructions

1. Select the request type. Use this form to request *a new Banner account, request modifications* to an existing user's access, or **remove access** from an individual.
2. Fill in the required information about the user. The justification for new or modified access should describe the tasks being performed in Banner, and/or the area of BDM that is required. Do not enter "provide access like Susan Juarez". **However, if the user is replacing a former employee, please indicate this.**
3. For requesting modifications to an existing account, list specific Banner forms and processes you require. For example: add 'Q' access to FTMVEND to verify the address on a contract matches our Purchasing files.
4. The applicant shall review the certification statement, sign the completed form, and get their manager's approval. Electronic signatures on the pdf are recommended.
5. Save the completed form. Email the approved form to each module administrator for the access you are requesting.
6. Module administrators will review and approve the access for their functional area, then submit the completed form to ITC for processing.
7. For the Finance/Payroll/HR module, the administrator will determine the forms and access type based on the user's description of the functions performed and their position number.
8. The user will be contacted via email by ITC when the new account is created, or the access modification is complete. The supervisor will be notified when access has been removed from an existing account.