



# Information Technology Enterprise Application Systems Banner Finance Account Request Form

## INSTRUCTIONS:

- Complete the User Information section.
- Have your supervisor complete the Banner Access Request sections as applicable.
- Sign and date the form (user and supervisor).
- Banner access will not be granted unless all appropriate training classes have been completed and all signatures are obtained.
- The person authorizing the access must submit this two page form to **Claudia Coronado** in Information Technology. An e-mail will be sent to you when access is activated and informing you of your User ID and password if applicable.

## Section 1 - USER INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Portal Username: \_\_\_\_\_

Dept: \_\_\_\_\_ Employee ID A#: \_\_\_\_\_

Job Title: \_\_\_\_\_

By signing this form I understand the Banner system contains information protected by the Federal Privacy Act of 1974 (FERPA). Violation of this Act can possibly result in criminal and civil penalties and loss of employment.

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Status:  Staff  Faculty  Student  Other \_\_\_\_\_

Type of Position:  Permanent  Part-Time/Hourly  Temporary (e.g., temps, students)

## Section 2 - AUTHORIZATION

Type of Access:  New User  Change to Existing User  
 Replaces \_\_\_\_\_  Deactivate as of Date: \_\_\_\_\_

Authorized for:

Finance Query  Create Requisitions  Approvers

In order to complete your request, please identify the fund/org codes that you need access to:

Fund(s)	Org(s)	Fund(s)	Org(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing below, the supervisor certifies that the access requested is required to carry out the responsibilities of this employee's position and that the Information Technology department will be notified if the employee's duties change during the course of employment at the College.

Signature of Manager or Dean \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_ Phone Ext. \_\_\_\_\_

## Section 3 - REQUIRED BANNER TRAINING

- a. Have you attended the **Banner General Navigation Class**?  Yes Date(s): \_\_\_\_\_  No
- b. If requesting Banner Finance access, which Banner Finance training sessions have you attended?  
**Requisitions Training**  Yes Date(s): \_\_\_\_\_  No  
**Approver Training**  Yes Date(s): \_\_\_\_\_  No



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Name: \_\_\_\_\_

**FISCAL SERVICES USE ONLY**
**SECURITY CLASS ASSIGNMENT REQUESTS**

Add /	Security Profile Description
	FIN_1099
	FIN_ACCTMGR
	FIN_APMAINT
	FIN_APPR
	FIN_APPRMAINT
	FIN_APPRPT
	FIN_APRPT
	FIN_APSTAFF
	FIN_APSUPV
	FIN_BANKREC
	FIN_BANKRPT
	FIN_BUDG
	FIN_BUDGMGR
	FIN_BUDRPT
	FIN_BUDTECH
	FIN_BUYR
	FIN_CASHRPT
	FIN_CHECKS
	FIN_KCCANCEL
	FIN_DEPTQUERY(verify current training requirements)

Add /	Security Profile Description
	FIN_FINSECR
	FIN_FIXACCTG
	FIN_FIXFACL
	FIN_FIXMGR
	FIN_FIXPUR
	FIN_FIXQUERY
	FIN_FIXRECV
	FIN_GACASH
	FIN-GAENC
	FIN_GAJV
	FIN_GAMAIN
	FIN_GAQ
	FIN_GARECPT
	FIN_GARPT
	FIN_PCARD
	FIN_PRMAINT
	FIN_PROP
	FIN_PURMAINT
	FIN_PURPT
	FIN_RECV
	FIN_REQR

Add /	Security Profile Description
	FIN_STUWORKER
	FIN_TRIALRPT
	FIN_VENDMAINT
	UPLOAD_FINANCE
	ARGOS_ FINANCE_ APGEOL
	Accounts Payable
	General
	Operating Ledger
	ARGOS_ FINANCE_ AUDIT
	ARGOS_ FINANCE
	Accounts Receivable
	Approval Queue
	Budget
	Faculty Load Reports
	Fixed Assets
	Position Control
	Purchasing
	Transaction History
	Transaction History w/ Fund Org Sec

**Approval Queues**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature**
**Signature Date**
**Activation Date**

Fiscal Services Approval: \_\_\_\_\_

**INFORMATION TECHNOLOGY USE ONLY**

UserID Assigned: \_\_\_\_\_

Created: \_\_\_\_\_

Completed / User Notified Date: \_\_\_\_\_