



Banner Student and Financial Aid 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 email 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: _____ Phone: _____
 Department: _____ Employee ID: #A _____
 Portal Username: _____
 Job Title: _____

Confidentiality Statement

Along with the right to access the transcripts of students at Mt. San Antonio College comes the responsibility to maintain the rights to students particularly as outlined in the *Family Educational Rights and Privacy Act (FERPA)*. The college catalog, schedule of classes and student handbook state the policy regarding student records at Mt. San Antonio College. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, Mt San Antonio has established the following as directory information: student's name, community of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. All other information may not be released without written consent of the student. Grades, social security numbers, ethnicity, and student schedules should not be released to anyone other than the student under discussion and not over the phone.

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* Temporary* (i.e., Temps, Professional Experts)

*For Student and Temp employees please indicate dates of employment; From: _____ To: _____

Type of Position: Permanent Part-Time/Hourly

Section 2 - REQUIRED BANNER TRAINING

a. Have you attended the **Banner General Navigation Class**? Yes Date: _____ No

Section 3 - AUTHORIZATION

Type of Access: New User Change to Existing User Replaces _____
 PROD PPRD TEST Deactivate as of Date: _____

The following classes require approval from the FINANCIAL AID Director or Assistant Director if differs from designated departments or program (signature required)

Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	FA_ADMINISTRATIVE_SPECIALIST		FA_FOR_BURSAR		FA_SCHOLARSHIP_SPECIALIST		ARGOS_FINANCIAL_AID
	FA_ASSISTANT		FA_FOR_CALWORKS		FA_SPECIALIST		ARGOS_FINANCIAL_AID-CAL GRANTS
	FA_BATCH		FA_FOR_CARE		FA_STUDENT_WORKER		ARGOS_FINANCIALAID_FOSTER_YOUTH
	FA_CAL_GRANT		FA_FOR_EOPS		FA_SYSTEMS_TEAM		ARGOS_SCHOLARSHIPS
	FA_CHAFEE		FA_FOR_DREAM		FA_VETERANS		ARGOS_VETERANS
	FA_DIRECTOR		FA_FOR_FINANCE		FA_VETERANS_ASSISTANT		
	FA_ED_ADVISOR		FA_RESEARCH_STAFF		FA_WORK_STUDY_COORDINATOR		
	FA_FILE_REVIEW		FA_SCHOLARSHIP_ASSISTANT				



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Name: _____

The following classes require approval from the ENROLLMENT MANAGEMENT Dean or Assistant Director If differs from designated departments or program (signature required)							
Add /	Security Profile Description	Add /	Security Profile Description	Add /	Security Profile Description	Add /	Security Profile Description
	STU_3CADMINS_C		STU_ACCESS_C		STU_LOC_MGMT_QUERY_C		ARGOS_ACTIVITIES_FEES
	STU_APPLICATIONS_C		STU_ACCESS_SGASTDN_C		STU_RADTECH_C		ARGOS_ARTICULATION
	STU_AR_ADMIN_STAFF_C		STU_ACCESS_UPDATES_C		STU_RESPTHERAPY_C		ARGOS_ADMISSIONS
	STU_AR_FRONT_STAFF_C		STU_ENRLVERIFY_C		STU_POP_SEL_C		ARGOS_ASSESSMENT
	STU_AR_PERM_STAFF_C		STU_EOPS_C (EOPS office only)		STU_PSYTECH_C		ARGOS_BRIDGE
	STU_AR_VAL_C		STU_EVAL_C		STU_PUBLIC_SAFETY_ADMIN_C		ARGOS_CLASS_SCHEDULE
	STU_ASSESSMENT_C		STU_FIN_AID_C		STU_SERV_TEST_C		ARGOS_ACCESS (ACCESS only)
	STU_ASSESSEMNT_ADMIN_C		STU_FIN_AID_T4_C		STU_SERV_C		ARGOS_ENROLLMENT_MANAGEMENT
	STU_ATHL_C		STU_FIN_AID_VETC_C		STU_TCA_C		ARGOS_EOPS_CALW ORKS (EOPS/CalW orks Only)
	STU_ATTRIBUTES_C		STU_GRADE_C		STU_TECH_C		ARGOS_GENERAL
	STU_BIOTAB_VIEWER_C		STU_GRADE_PROC_C		STU_TRANSCRIPT_C		ARGOS_PARKING
	STU_CALENDAR_QUERY_C		STU_GRADE_PROC_RIE_C		STU_VAL_C		ARGOS_PSYCH_TECH
	STU_CALENDAR_UPDATE_C		STU_HOLDS_C		STU_VERIFY_C		ARGOS_RADIOLOGIC_TECH
	STU_CALW ORKS_C (CALW ORKS office only)		STU_HSO_ADM_C		UPLOAD_3CAPPLY_C		ARGOS_REGISTRATION_ENROLLEMENT
	STU_CATALOG_QUERY_C		STU_HSO_CLRK_C		UPLOAD_ASSESS_C		ARGOS_RESP_THERAPY
	STU_CLEARINGHSE_C		STU_HSO_QRY_C		UPLOAD_CON4_C		ARGOS_STUDENT_EMPLOYEES
	STU_CLW_RKS_STRL_C		STU_INTERNATIONAL_STU_MGMT_C		UPLOAD_STU_SERVICES_C		ARGOS_STUDENT_SERVICES
	STU_COMMPAN_UPD_C		STU_LET_GEN_C				ARGOS_STUDENT_SUCCESS_SUPPORT
	STU_CREATE_EMAIL_C				ARGOS_ACADEMIC_HISTORY		ARGOS_TECH_PREP

The following classes require approval from the Associate Vice President of Instruction if

Add / Delete	Security Profile Description	Add /	Security Profile Description	Add /	Security Profile Description	Add /	Security Profile Description
	STU_ATTRIBUTES_C		STU_LOC_MGMT_UPDATE (Facilities or Instruction Office only)		WSS_FACULTY_CERTIFICATION		ARGOS_FACULTY_ASSIGNMENT/LOAD
	STU_CATALOG_QUERY_C		STU_REHIRE_RIGHTS_C		WSS_LAB_SUPERVISOR		ARGOS_KINESIOLOGY
	STU_CATALOG_UPDATE_C		STU_SCHED_UPDATE_C				ARGOS_LAB_ATTENDANCE
	STU_CURRICULUM_UPDATE_C		STU_SCHED_VIEW_C				ARGOS_PHR200 (Non-Credit only)
	STU_DIVISION_OFFICES_C		STU_SCH_CAT_DOWNLOAD_C		ARGOS_CLASS_SCHEDULE		ARGOS_POSITIVE_ATTENDANCE
	STU_EVENTS_MGMT_C		STU_SERV_C		ARGOS_COURSE_CATALOG		ARGOS_PSYCH_TECH
	STU_HOLDS_C				ARGOS_DEPARTMENT_CHAIRS		ARGOS_RADIOLOGIC_TECH
	STU_INST_OFFICE_C (Instruction Office Only)				ARGOS_DISTANCE_LEARNING		ARGOS_RESP_THERAPY
	STU_INST_VAL_C				ARGOS_DIVISION_ADMINS		ARGOS_ROOM_MANAGEMENT
	STU_LOC_MGMT_QUERY_C				ARGOS_ENROLLMENT_MANAGEMENT		ARGOS_STUDENT_PURCHASING



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Name: _____

The following classes require approval from the Associate Vice President of School of Continuing Education							
Add /	Security Profile Description	Add /	Security Profile Description	Add /	Security Profile Description	Add /	Security Profile Description
	STU_HOLDS		STU_SCHED_VIEW		WSS_LAB_SUPERVISOR		ARGOS_LAB_ATTENDANCE
	STU_NON_CREDIT		STU_SERV		WSS_POS_ATTN (low level) (Continuing Ed Only)		ARGOS_NON_CREDIT
	STU_NON_CREDIT_ADMIN		UPLOAD_SCE (Continuing Education only)				ARGOS_POSITIVE_ATTENDANCE
	STU_SCHED_UPDATE						
The following classes require approval from the Bursar's Office Manager if differs from designated departments or program (signature required)							
Add /	Security Profile Description	Add /	Security Profile Description	Add /	Security Profile Description	Add /	Security Profile Description
	STU_BURSAR (Bursar Office Only)		STU_BURSAR_STAFF (Bursar Office Only)		WSS_PARKING_PERMITS		ARGOS_BURSAR
	STU_BURSAR_FA_TPAY		STU_BURSAR_TSRTBIL		WSS_WEB_CASHIER		ARGOS_ACTIVITIES_FEES
	STU_BURSAR_QUERY		STU_FINANCE				
The following classes require approval from the Dean of Counseling if differs from designated departments or program (signature required)							
Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	DW_ADVISOR		DW_SS_DIVISION_ASSOC_DEANS		STU_COUNSELING		WSS Advisor Tab (update SIAINST)
	DW_COUNSELOR		DW_SS_FINAID_DIRECTOR		STU_COUN_ADMIN		
	DW_FINAID_ADVISOR		DW_STUDENT_SERVICES_DEANS		STU_COUN_CLERICAL_FRNT_CNTR		ARGOS_ASSESSMENT
	DW_INSTRUCTION_DIVISION		DW_TEMPLATE		STU_COUN_PROGRAMS		ARGOS_COUNSELING
	DW_SCRIBE (PPRD only)		STU_ADVISOR		STU_COUN_STUDENT_FRNT_CNTR		ARGOS_MOUNTIE_ACADEMIC_PLAN
The following classes require approval from the Dean of Library and Learning Resources if differs from designated departments or program (signature required)							
Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
							ARGOS_DISTANCE_LEARNING
The following classes require approval from the Director of Enterprise Application Systems if differs from designated departments or program (signature required)							
Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	GENERAL_REPORTS_C		IT_HELPDESK_C				
	GEN_SURVEY_C		IT_FRONT_DESK_ADMIN_C				
The following classes require approval from the Director of Research & Institutional Effectiveness							
Add /	Security Profile Description	Add /	Security Profile Description	Add /	Security Profile Description	Add /	Security Profile Description
	ODSP User account (DBA)		ODS Researcher user group (DBA)		ArgosDev_INSTITUTIONAL RESEARCH (User role= DataBlock Designer)		ARGOS_INSTITUTIONAL_RESEARCH
	ODST User account (DBA)						



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Name: _____

Section 3 - AUTHORIZATION (continued)

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 Employee's Manager/Supervisor Date Print Name Phone Ext.

Signature of Director, Financial Aid Date Print Name Phone Ext.

Signature of Dean, Enrollment Management Date Print Name Phone Ext.

Signature of Associate Vice President, Instruction Date Print Name Phone Ext.

Signature of Associate Vice President, School of Continuing Ed. Date Print Name Phone Ext.

Signature of Manager, Bursar's Office Date Print Name Phone Ext.

Signature of Dean, Counseling Services Date Print Name Phone Ext.

Signature of Dean, Library and Learning Resources Date Print Name Phone Ext.

Signature of Director, Enterprise Application Systems Date Print Name Phone Ext.

Signature of Director, Research & Institutional Effectiveness Date Print Name Phone Ext.

INFORMATION TECHNOLOGY USE ONLY

User ID Assigned: _____ Created by: _____ Completed/User Notified Date: _____