



## 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 Information Technology. An e-mail will be sent to you when access is activated and informing you of your UserID and password if applicable.

### Section 1 - USER INFORMATION

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

Department: \_\_\_\_\_ Employee ID: #A \_\_\_\_\_

Banner UserID (if known/assigned): \_\_\_\_\_

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 ☐ Other \_\_\_\_\_

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

### Section 2 - REQUIRED BANNER TRAINING

a. Have you attended the **Banner General Navigation Class**? ☐ Yes Date(s): \_\_\_\_\_ ☐ No

### Section 3 - AUTHORIZATION

Type of Access: ☐ New User ☐ Change to Existing User ☐ Replaces \_\_\_\_\_

☐ PROD ☐ PPRD ☐ TEST ☐ Deactivate as of Date: \_\_\_\_\_

#### Authorized for Banner:

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_ASSISTANT		FA _ FOR_CALWORKS		FA_SPECIALIST		ARGOS_FINANCIAL_AID
	FA_BATCH		FA _ FOR_CARE		FA_STUDENT_WORKER		ARGOS_FINANCIAL_AID-CAL GRANTS
	FA_CAL_GRANT		FA _ FOR_EOPS		FA_VETERANS		ARGOS_VETERANS
	FA_CHAFEE		FA _ FOR_FINANCE		FA_VETERANS_ASSISTANT		
	FA_CLERICAL_SPECIALIST		FA_IMPLEMENTATION_TEAM		FA_WORK_STUDY_COORDINATOR		
	FA_DIRECTOR		FA _ RESEARCH_STAFF				
	FA_ED_ADVISOR		FA_SCHOLARSHIP_ASSISTANT				
	FA_FOR_BURSAR		FA_SCHOLARSHIP_SPECIALIST				



# Banner Student and Financial Aid Account Request Form

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

The following classes require approval from the ENROLLMENT MANAGEMENT Dean 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
	STU_3CADMIN		STU_COMMPLAN_UPD		STU_INTERNATIONAL_STU_MGMT		ARGOS_ACADEMIC_HISTORY
	STU_APPLICATIONS		STU_CREATE_EMAIL		STU_LET_GEN		ARGOS_ACTIVITIES_FEES
	STU_AR_ADMIN_STAFF		STU_DSPS		STU_LOC_MGMT_QUERY		ARGOS_ARTICULATION
	STU_AR_FRONT_STAFF		STU_DSPS_SGASTDN		STU_POP_SEL		ARGOS_ADMISSIONS
	STU_AR_PERM_STAFF		STU_DSPS_UPDATES		STU_PUBLIC_SAFETY_ADMIN		ARGOS_ASSESSMENT
	STU_AR_VAL		STU_ENRLVERIFY		STU_SERV_TEST		ARGOS_BRIDGE
	STU_ASSESSMENT		STU_EOPS (EOPS office only)		STU_SERV		ARGOS_CLASS_SCHEDULE
	STU_ASSESSEMNT_ADMIN		STU_EVAL		STU_TCA		ARGOS_DSPS (DSPS only)
	STU_ATHL		STU_FIN_AID		STU_TECH		ARGOS_ENROLLMENT_MANAGEMENT
	STU_ATTRIBUTES		STU_FIN_AID_T4		STU_TRANSC		ARGOS_EOPS_CALWORKS(EOPS/CaWorks Only)
	STU_BIOTAB_VIEWER_C		STU_FIN_AID_VETC		STU_TRANSCRIPT		ARGOS_GENERAL
	STU_CALENDAR_QUERY		STU_GRADE		STU_VAL		ARGOS_PARKING
	STU_CALENDAR_UPDATE		STU_GRADE_PROC		STU_VERIFY		ARGOS_REGISTRATION_ENROLLMENT
	STU_CALWORKS (CALWORKS office only)		STU_HOLDS		UPLOAD_3CAPPLY		ARGOS_STUDENT_SERVICES
	STU_CATALOG_QUERY		STU_HSO_ADM		UPLOAD_ASSESS		ARGOS_STUDENT_EMPLOYEES
	STU_CLEARINGHSE		STU_HSO_CLRK		UPLOAD_CON4		ARGOS_TECH_PREP
	STU_CLWRKS_STRL		STU_HSO_QRY				
The following classes require approval from the EXECUTIVE DEAN of INSTRUCTION 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
	STU_ATTRIBUTES		STU_LOC_MGMT_QUERY		WSS_LAB_SUPERVISOR		ARGOS_ENROLLMENT_MANAGEMENT
	STU_CATALOG_QUERY		STU_LOC_MGMT_UPDATE (Facilities or Instruction Office only)		WSS_POS_ATTN (low level) (Continuing Ed Only)		ARGOS_FACULTY_ASSIGNMENT/LOAD
	STU_CATALOG_UPDATE		STU_NON_CREDIT (Continuing Education only)				ARGOS_KINESIOLOGY
	STU_CURRICULUM_UPDATE		STU_NON_CREDIT_ADMIN (Continuing Education only)				ARGOS_LAB_ATTENDANCE
	STU_DIVISION_OFFICES		STU_REHIRE_RIGHTS		ARGOS_CLASS_SCHEDULE		ARGOS_NON_CREDIT
	STU_EVENTS_MGMT		STU_SCHED_UPDATE		ARGOS_COURSE_CATALOG		ARGOS_PHR200 (Non-Credit only)
	STU_HOLDS		STU_SCHED_VIEW		ARGOS_DEPARTMENT_CHAIRS		ARGOS_POSITIVE_ATTENDANCE
	STU_INST_OFFICE (Instruction Office Only)		STU_SCH_CAT_DOWNLOAD		ARGOS_DISTANCE_LEARNING		ARGOS_ROOM_MANAGEMENT
	STU_INST_VAL		STU_SERV		ARGOS_DIVISION_ADMINS		ARGOS_STUDENT_PURCHASING



# Banner Student and Financial Aid Account Request Form

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

The following classes require approval from the Bursar's Office Manager 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
	STU_BURSAR (Bursar Office Only)		STU_BURSAR_STAFF (Bursar Office Only)		WSS_PARKING_PERMITS		ARGOS_BURSAR
	STU_BURSAR_FA_TPAY		STU_FINANCE				ARGOS_ACTIVITIES_FEES
	STU_BURSAR_QUERY						
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_COUN_ADMIN		WSS Advisor Tab (update SIAINST)
	DW_COUNSELOR		DW_SS_FINAID_DIRECTOR		STU_COUN_CLERICAL_FRNT_CNTR		
	DW_FINAID_ADVISOR		DW_STUDENT_SERVICES_DEANS		STU_COUN_PROGRAMS		ARGOS_ASSESSMENT
	DW_INSTRUCTION_DIVISION		STU_ADVISOR		STU_COUN_STUDENT_FRNT_CNTR		ARGOS_COUNSELING
	DW_SCRIBE (PPRD only)		STU_COUNSELING				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						
	GEN_SURVEY						
The following classes require approval from the Director of Research & Institutional Effectiveness 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
	ODSP User account (DBA)		ODS Researcher user group (DBA)		ArgosDev_INSTITUTIONAL RESEARCH (User role= DataBlock Designer)		ARGOS_INSTITUTIONAL_RESEARCH
	ODST User account (DBA)						



## Banner Student and Financial Aid Account Request Form

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

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### Section 3 - AUTHORIZATION (continued)

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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.
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Signature of Director, Financial Aid	Date	Print Name	Phone Ext.
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Signature of Dean, Enrollment Management	Date	Print Name	Phone Ext.
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Signature of Dean, Instructional Services	Date	Print Name	Phone Ext.
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Signature of Manager, Bursar's Office	Date	Print Name	Phone Ext.
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Signature of Dean, Counseling Services	Date	Print Name	Phone Ext.
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Signature of Dean, Library and Learning Resources	Date	Print Name	Phone Ext.
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Signature of Director, Enterprise Application Systems	Date	Print Name	Phone Ext.
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Signature of Director, Research & Institutional Effectiveness	Date	Print Name	Phone Ext.
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### INFORMATION TECHNOLOGY USE ONLY

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UserID Assigned: \_\_\_\_\_ Created by: \_\_\_\_\_ Completed / User Notified Date: \_\_\_\_\_