



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 UserID and password if applicable.

Section 1 - USER INFORMATION

Last Name: _____ First Name: _____ MI: _____

Email Address: _____ Phone: _____

Banner UserID (if known/assigned): _____

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 | <input type="checkbox"/> Yes Date(s): _____ | <input type="checkbox"/> No |
| Approver Training | <input type="checkbox"/> Yes Date(s): _____ | <input type="checkbox"/> No |



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Name: _____

FISCAL SERVICES USE ONLY

SECURITY CLASS ASSIGNMENT REQUESTS

Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
			FIN_FINSECR		FIN_STUWORKER
	FIN_1099		FIN_FIXACCTG		FIN_TRIALRPT
	FIN_ACCTMGR		FIN_FIXFACL		FIN_VENDMAINT
	FIN_APMAINT		FIN_FIXMGR		UPLOAD_FINANCE
	FIN_APPR		FIN_FIXPUR		
	FIN_APPRMAINT		FIN_FIXQUERY		
	FIN_APPRPT		FIN_FIXRECV		ARGOS_ FINANCE_ APGEOL
	FIN_APRPT		FIN_GACASH		Accounts Payable
	FIN_APSTAFF		FIN-GAENC		General
	FIN_APSUPV		FIN_GAJV		Operating Ledger
	FIN_BANKREC		FIN_GAMAIN		ARGOS_ FINANCE_ AUDIT
	FIN_BANKRPT		FIN_GAQ		ARGOS_ FINANCE
	FIN_BUDG		FIN_GARECPT		Accounts Receivable
	FIN_BUDGMGR		FIN_GARPT		Approval Queue
	FIN_BUDRPT		FIN_PCARD		Budget
	FIN_BUDTECH		FIN_PRMAINT		Faculty Load Reports
	FIN_BUYR		FIN_PROP		Fixed Assets
	FIN_CASHRPT		FIN_PURMAINT		Position Control
	FIN_CHECKS		FIN_PURPT		Purchasing
	FIN_CKCANCEL		FIN_RECV		Transaction History
	FIN_DEPTQUERY (verify current training requirements)		FIN_REQR		Transaction History w/ Fund Org Sec

Approval Queues

Signature

Signature Date

Activation Date

Fiscal Services Approval: _____

INFORMATION TECHNOLOGY USE ONLY

User ID Assigned: _____

Created: _____

Completed / User Notified Date: _____