



REQUEST FOR BANNER ACCESS

Requestor Info: (to be filled out by Supervisor) -- Complete and send to Applications Development
(When setup is complete, information will be emailed back to Supervisor)

*User Name: _____ New Employee? Yes No
 *User Initials: _____ Supervisor Name: _____
 *Department: _____ *Supervisor Email: _____
 Start Date: _____ Contact Ext: _____ User Supv.
 Request Date: _____ *ODBC Access Required: Yes No
 *Evisions User: Yes No

This employee needs access to the following functionality in Banner to support his/her job responsibilities:

*Default BANNER Printer: _____

*Database Access Requested: TEST PROD

*Functional Role to be Assigned: _____ *If ODBC Required, ODBC Role to be assigned : _____
 1. _____ 1. _____

Comments: _____

*Supv. Signature: _____

*Data Custodian Approval: _____
(signature required)

*** Indicates required information to process request**

Banner Security: (to be filled out by Applications Development)

Requested Access Class	Primary Process Owner Approval	Date	Approved Database(s)

Login ID created: _____ Password: _____

Process Flow Checklist: (to be tracked by Applications Development)

Action	Status	Completion Date
<input type="checkbox"/> Account created in Banner System		
<input type="checkbox"/> Application Server Assigned -- Name:		
<input type="checkbox"/> Banner Database Account(s) created: <input type="radio"/> TEST <input type="radio"/> PROD		
<input type="checkbox"/> Banner Security Classes Assigned		
<input type="checkbox"/> Functional Area Add'l Security Assigned		
<input type="checkbox"/> Default printer setup		
<input type="checkbox"/> SCTDOC directory setup		
<input type="checkbox"/> Evisions setup		
<input type="checkbox"/> BANNER client installed		
<input type="checkbox"/> ODBC client installed		
<input type="checkbox"/> Emailed password(s) and instructions on changing password(s)		