



BANNER ACCESS REQUEST

(Must Also Submit Banner Privacy & Security Compliance Statement With This Form)

Send Completed Forms to Information Technology Services

Box 13012 or email to itsecurity@sfasu.edu or Fax to 468-1117

Instructions: This form is to be completed for all employees or other individuals who require new or increased access to the Banner system. The first section is to be completed by the person requesting access. The remainder of the form is to be completed by the employee's supervisor or person in authority over non-employees with the appropriate areas marked where access is needed.

SFA EMPLOYEE NON-SFA EMPLOYEE (Military Science, UT Health Science Center, Temp Service, etc.)

Legal Name: _____ Department: _____

Phone Ext: _____ SFA E-mail (if assigned): _____

The information below is **required** when requesting accounts for SFA employees:

CID #: _____ mySFA User Name (if assigned): _____

Actual SFA Job Title (incl. levels, if applicable): _____
(EX. – Asst. Admin, Chair, Accountant III, Acctg Clk II, Student Asst.)

TYPE OF ACCESS REQUESTED (To be completed by Supervisor or Person Of Authority Over Non-Employees)

ACCESS: NEW MODIFY (Describe change below – additional duties, dept transfer, etc.)

Reason for modification: _____

Does this access model another employee? If yes, boxes must still be marked below. Model is simply a guide for approvers of each of the requested access areas below. If yes, name: _____

If this request is to modify access, only mark the new access being requested. You do not need to mark existing access.

Requesting access to data in (mark below only those that apply to your specific job duties):

PROCUREMENT & PROPERTY

- Enter Requisitions
- Requisition Approver
- Receiving
- Travel Approver
- P-Card Detailing

FINANCE

- Budget View *Fin & Procurement
- Traveler
- Travel Delegate

STUDENT ACCOUNTS RECEIVABLE

- AR Post Charges
- AR Inquiry Only

STUDENT RECORDS

- Build Class Schedule
- Place/Remove Holds, Permits, Overrides
- Inquiry Only
- Self-Service Advisor (Student Info - SSB)
- Major/Minor Change
- Course Pre-Loader
- Enrollment Optimization

EO subject areas: _____

STUDENT ADVISING

- SGAADVR (Maintain Advisor Assignment)

GRAD ADMISSIONS

- UNDERGRAD ADMISSION
- FINANCIAL AID
- HUMAN RESOURCES
- EPAFs

PAYROLL

- Effort Certification
- INSTITUTIONAL RESEARCH
- ORIENTATION

IMAGE NOW – must specify employee to model: **(required)** _____

WEBFOCUS – write in portals needed: **(required)** _____

OTHER _____

Department Head Signature: _____ Date: _____

Department Head Name (Please Print): _____

FINANCE USERS ONLY

Provide information for access to specific accounts

Fund _____	Org _____	Fund _____	Org _____
Fund _____	Org _____	Fund _____	Org _____
Fund _____	Org _____	Fund _____	Org _____
Fund _____	Org _____	Fund _____	Org _____

HR USERS ONLY

Provide information for access to specific org

Org _____	Org _____
Org _____	Org _____
Org _____	Org _____
Org _____	Org _____