



BANNER ACCESS REQUEST

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

Send Completed Forms to Information Technology Services

email itaccessrequest@sfasu.edu

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.)

Justification for Access: _____

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
- P-Card Detailing

FINANCE

- Budget View *Fin & Procurement

STUDENT ACCOUNTS RECEIVABLE

- AR Inquiry Only
- AR Post Charges

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

- SGAADV (Maintain Advisor Assignment)

INSTITUTIONAL RESEARCH

- ORIENTATION
- GRAD ADMISSIONS
- UNDERGRAD ADMISSION
- FINANCIAL AID
- HUMAN RESOURCES

PAYROLL

- Effort Certification

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 _____