



# 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](mailto: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.)

**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
- 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 _____