



CHANGE OF ACCESS REQUEST FOR BANNER

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: _____ Student Account? Yes No
 **User Initials: _____ Supervisor Name: _____
 **Department: _____ *Supervisor Email: _____
 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:

**If ODBC Required, ODBC Role to be assigned : _____

Banner Security: (to be filled out by Data Custodian)

Requested Access Class

*Supv. Signature: _____

*Data Custodian Approval: _____

** signature required if request did not originate from the data custodian via e-mail*

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="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)		
<input type="checkbox"/> Banner Database Account(s) deleted		

Login ID created: _____ Password: _____

**** Indicates required information to process request**