



# 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)		