



# INFORMATION SYSTEMS DIVISION SOUTHERN UNIVERSITY

REQUEST NUMBER

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## BANNER USER ACCESS REQUEST FORM

EMPLOYEE PROFILE		
Employee Name:	Date:	
Job Title:	Email:	
Existing Banner User: <input type="checkbox"/> New Banner User: <input type="checkbox"/>	User ID:	
Campus: SUS: <input type="checkbox"/> SUBR: <input type="checkbox"/> SULC: <input type="checkbox"/> SUNO: <input type="checkbox"/> SUSLA: <input type="checkbox"/> SUARC: <input type="checkbox"/>	Phone: _____ Fax: _____	
Staff: <input type="checkbox"/> Administration: <input type="checkbox"/> Faculty: <input type="checkbox"/> Temporary Staff: <input type="checkbox"/> Student: <input type="checkbox"/>		
Banner Role: (Provide a detailed explanation of access purpose; include ALL functions to be performed)		
BANNER MODULE (CHECK ALL THAT APPLY)		
Accounts Receivable: <input type="checkbox"/>	Admissions: <input type="checkbox"/>	Finance: <input type="checkbox"/> Financial Aid: <input type="checkbox"/>
Housing: <input type="checkbox"/>	Human Resources: <input type="checkbox"/>	Payroll: <input type="checkbox"/> Registration: <input type="checkbox"/>
TYPE OF REQUEST		
Create New User: <input type="checkbox"/>	New ID Created: _____	
Modify User Account: <input type="checkbox"/>	Reset Password: <input type="checkbox"/> (to get NEW Password)	
Terminate User Access: <input type="checkbox"/>	Unlock LOGIN ID: <input type="checkbox"/> (to enable account for LOGIN)	
CBT Access Credentials: <input type="checkbox"/>	CBT ID Created: _____	
ACTION REQUESTED (CHECK ONE)		
Add To User Class: <input type="checkbox"/> Change User Class Access: <input type="checkbox"/> Other: <input type="checkbox"/> (Specify Below)		
APPROVALS		
Supervisor Signature:		Date:
Module Functional Security Admin:		Date:
ISD OFFICE USE ONLY		
Received By Security Liaison:		Date:
Security Administrator /DBA:		Date:
Released By Security Liaison		Date:

