



# BANNER SECURITY REQUEST

Please Check One:     New User Request     Change to Current User     Delete User

## User Identification

NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

## Authorization

SUPERVISOR: \_\_\_\_\_ EXT: \_\_\_\_\_  
(print) (signature)

## Type of Security Needed

**REQUESTING SECURITY FOR:** (Choose Area where you work and then function within your area)

**1. Financial Aid:**

- Clerical     Administrative     Disbursements

**2. Student:**

- Admissions     Student Registration     Class Registration     Faculty     Research     Academic History

**3. Accounts Receivable:**

- Student Accounts Receivable     Finance Accounts Receivable

**4. Finance: (\*see below)**

- General Accounting     Controller's Office     Accountant     Accounts Payable  
 Accounts Payable Supervisor     Treasurer's Office     Financial Budget Analyst  
 Grants Billing     Grants Proposals     Purchasing     Receiving

**5. Human Resources: (\*see below)**

- Human Resources Management     Payroll Management     Benefits Deductions  
 Budget Accounting     Position Control     Safety

**6. Fiscal Officer / Department Head : (\*see below)**

- Finance Fiscal Officer     Human Resources Fiscal Officer

\* If you need permissions to screens in Finance, Human Resources or as a Fiscal Officer you must also provide a list of Organizations and/or Funds that you need access to:

<b>ORGANIZATION LIST:</b>	
6 Digit Organization Code	Organization Description

<b>FUND LIST:</b>	
6 Digit Fund Code	Fund Description

Office Use Only

Banner User ID Assigned: \_\_\_\_\_ Date Assigned: \_\_\_\_\_ By: \_\_\_\_\_