 **Banner Access Request**

**Use this form to request Internet Native Banner (INB) access for new employees, internal transfers, and/or employee actions that require enhanced or reduced access.**

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| **Today’s Date** | Click here to enter a date. |
| **Employee's Name** | Click here to enter text. |
| **Employee’s Title** | Click here to enter text. |
| **Employee's J-Number** | Click here to enter text. |
| **Employee's E-mail Address** | Click here to enter text. |
| **Employee's Telephone Number** | Click here to enter text. |

**Check 'Create NEW Banner Account' or 'Change EXISTING Banner Account'**

|  |  |
| --- | --- |
|  | **Create NEW Banner Account** |
|  | **Change EXISTING Banner Account** |

**Confidentiality Statement - Read Carefully and Sign**

I agree to treat all information I am granted access to as confidential. I will use this information to fulfill my job responsibilities only. I will not share access to, print, copy, or disclose confidential information to the University's employees, students, or anyone else with no business need for it. This includes information concerning the University's students, employees, vendors, consultants, contractors, and donors. I will not share my username and password with anyone.

I will comply with all University Policies and Procedures, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and all other regulations issued by the U.S. Department of Education which defines the confidentiality of student records. I agree to comply with all other Federal, State, and District laws.

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ read this confidentiality statement. I understand my obligation and liability as an authorized user of the University's information systems. I understand that failure to abide by these conditions may result in disciplinary action including termination of access, employment, and/or prosecution.

**Employee's Signature**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** Click here to enter a date.

**Department Supervisor or Manager Authorization**

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| --- | --- |
| **Supervisor's Signature and Title** | **Supervisor's Phone and Email Address** |
|  | Click here to enter text. |

**CLASS AND/OR FORM DIRECT ACCESS REQUEST**

Check the 'Add' or 'Remove' box. On the same row, enter the Banner security class or form you want to add or remove**. Check ‘Q’ for query data access or 'M' for maintenance update data access** on each item row.

For Instance\*, indicate whether you are requesting access in one or more of the following:

* PROD for production
* TEST for testing
* TRNG for training

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| **Add** | **Remove** | **Banner Security Class** | **Banner Form for Direct Access** | **Instance\*** | **Access Type**  **Q = Inquiry** | **Access Type**  **M = Update** |
|  |  | Click here to enter text. | Click here to enter text. |  |  |  |
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| Guidelines: |
| * When requesting to mirror an existing user account, please be certain to identify all access granted on the mirrored account, in order to determine whether the same access is required for the new account. * If requested class(es) contains forms/processes from varying modules, such as Student, Finance, and General, you MUST obtain signatures from ALL modules owners. * If you are uncertain of the appropriate security class(es) to assign, contact the Banner Security Administrator at (601) 979-0898. |

**REQUIRED SIGNATURE PROTOCOL**

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|  | **Banner Module Owners** | **Signature(s) Required** |
| **Banner Advancement** | **Access to forms beginning with ‘A’ require Ms. Hodge’s or Ms. Caple’s signature** | |
|  | Ms. Sandra Hodge  VP for Institutional Advancement | Click here to enter text. |
| Ms. Gwendolyn Caples  AVP for Institutional Advancement | Click here to enter text. |
| **Banner General** | **Access to forms beginning with 'G' require Dr. Dent's or Ms. Smith's signature** | |
|  | Dr. Deborah Dent  CIO/VP for Information Technology | Click here to enter text. |
| Ms. Artis Smith  IT Project Manager | Click here to enter text. |
| **Banner Student** | **Access to forms beginning with 'S' require Dr. Leggette’s or Dr. Evan's signature** | |
|  | Dr. Evelyn J. Leggette  Provost and Sr. Vice President for Academic and Student Affairs | Click here to enter text. |
| Dr. Nicole Evans  VP for Enrollment Management and Institutional Research and Planning | Click here to enter text. |
| **Banner Financial Aid** | **Access to forms beginning with ‘R’ require Ms. Moncure’s signature** | |
|  | Ms. B. J. Moncure  Executive Director, Human Resources | Click here to enter text. |
| **Banner Finance** | **Access to forms beginning with ‘T’ or ‘F’ require Mr. Turner’s or Ms. Harris’ signature** | |
|  | Dr. Marvel Turner  Interim VP for Finance and Administration | Click here to enter text. |
| Ms. Jewell Harris  Executive Director, Business Office | Click here to enter text. |
| **Banner Human Resources** | **Access to forms beginning with ‘P’ require Mrs. Pack’s signature** | |
|  | Mrs. Robin Pack  Executive Director, Human Resources | Click here to enter text. |
| **Banner Position Control** | **Access to forms beginning with ‘N’ require Mrs. Harrison’s signature** | |
|  | Mrs. Tammiko Harrison  Comptroller and Exec. Director, Budget and Financial Analysis | Click here to enter text. |

After obtaining **all** required signatures, please transmit this form to [BannerPAWS@jsums.edu](mailto:BannerPAWS@jsums.edu).