

**Banner Access Request Form**

Requestor's Name: \_\_\_\_\_

Banner Login Name and Id: \_\_\_\_\_

Department: \_\_\_\_\_ Phone ext. \_\_\_\_\_

**Signatures must be obtained from data owner(s) listed below BEFORE submitting request form to Information Services.**

Student Information (Registrar),	Martha Hendren	_____
Student Billing (Bursar),	John Brautigam	_____
Recruitment and Admissions	Steve Vitatoo	_____
Graduate Studies	Anne Kugler	_____
Office of Financial Aid	Claudia Wenzel	_____
<b>Business Office (PR Data Entry)</b>	<b>Melanie Moss</b>	_____
University Advancement	Patricia L. Harris	_____

Development Officer role in SSB

Indicate access rights the same as another user: \_\_\_\_\_

**For your department budget access:**

Go to: <http://sites.jcu.edu/businessoffice/pages/budget-office/>

Submit [Banner Security Request/Access Form](#)

To: Jennifer Dillon, Director of Budget & Financial Analysis

I understand that I am responsible for protecting the confidentiality and security for all data to which I have access. I agree not to disclose or share my Banner Login or Password with another person. I understand that I am responsible for any data accessed and/or changed by someone other than myself utilizing my Banner Login and Password. I realize that this is a potential hazard that could occur if I leave my Banner session open and unattended.

**Access rights to forms will be based on training provided by \_\_\_\_\_  
(Signature of Banner Trainer)**

**I will comply with FERPA rules as explained to me by \_\_\_\_\_  
(Signature of FERPA trainer)**

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Supervisor's Signature (must have)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Mail form to: Administrative Computing  
Information Services Dept.