

Banner Access Request Form –Timekeeper/Approver

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.

Business Office (PR Data Entry) Melanie Moss _____

Indicate access rights the same as another user: _____

List Org Numbers Needed: _____

For your department budget access:

Go to: <http://www.jcu.edu/fas/links/forms.htm>

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

John Clifford in the Controller's Office.

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 or email completed form to: Charlotte Moore/ IT Rodman Hall #115