Banner User Request Procedures

The Information Technology Center requires all users requesting access to Banner applications to fill out a Banner User Request Form. This form contains information relevant to the specific Banner modules **(Finance, Student, Financial Aid, Human Resources, and Advancement)** of the user requesting an account. The form must be completed and signed by the requestor, immediate supervisor, the unit vice president, and the module owner. For revised accounts only the requestor, Department/Unit Head, and Module Owner needs to sign. The Security Administrator will confirm via Email with the Module Owner the type of access that was requested on the Banner User Request form.

Part I – User Information

1. The applicant must click on the appropriate Banner User Request Form
    (Student, Financial Aid, Human Resources, Finance, Advancement)
2. The applicant must fill out the Banner User Request Form.
3. Fill in the applicant's name, title, and Banner UserID (for revisions only).
4. Fill in the school, college or division and the department.
5. Fill in the appropriate information for the type of access requested.
6. The requestor's Unit Head must sign to indicate authorization for access and User's compliance with existing University policies concerning information technology resources at Grambling State University.

Part II – Type of Access Requested

1. The module owner(s) must complete Part II – Type of Access Requested Section of the form.
2. The requestor must check the appropriate Type of Accesses.
3. After the last module owner has signed their section, the requestor will fax or bring a copy of the form to the Information Technology Center (x6354).
4. The Administrative Assistant will submit a work order in TrackIt.
5. The Security Administrator will confirm via email with the Module Owner the type of access that was requested and creates the user account and completes the designated box marked **(Office Use Only)**.
6. The Security Administrator submits a copy of the Banner User Request Form to the Information Technology Center's Administrative Assistant. The users are notified that the form has been completed. Once notified, all users must sign for new accounts in the Information Technology Center.
7. For audit purposes, the Banner User requests forms are filed in the Information Technology Center Security Office.

**New User

1. The new user must attend Banner Navigation Training to receive their UserID and Password.
2. In Banner Navigation Training new user will change the initial password issued.
3. For audit purposes, the access requests are filed in the Information Technology Center Security Office in a secure location.

Note: A copy of this is on file in the Information Technology Center Procedures Manual.