

Banner Access Application

User ID: U _____
Office Use Only

Full Name:

Department:

Employee ID:

Job Title:

Email:

Telephone #:

Did applicant have a previous Banner ID from another department? Yes No If Yes, ID:

Yes
 No **Banner Finance Requirements**

Please Select **ALL** that are required:

- Internet Native Banner (INB)
- Finance Self Service

I will need to do the following:

- Run Reports and do inquiries online
- Receiving Entries

I will need **ONE** of the following:

- Create Purchase Orders
- Approve Purchase Orders
- No Purchase Order Access Required

Special Access:

FOAPALS:

Yes
 No **Banner Student Requirements**

Please Select **ALL** that are required:

- Internet Student Banner (INB)
- Faculty Self-Service

Additional Information

Please Select **ALL** that are required:

- Instructor (Select ALL which apply)
 - Access to Enter Grades
 - Access Student Contact Information
- Administrative Support Staff
 - Enter Grades
 - Access to student contact information
 - Access Distance Education (DEMS)
 - Access registration overrides
 - Access course load waivers
 - Undergraduate Application processing
 - Graduate Application processing

Yes
 No **Banner HR Requirements**

Please Select **ALL** that are required:

- Leave Entry Support
- Leave Approver
- Time Entry
- Time Approver

- Senior Administrative Support (e.g. Manager of Finance/SAO)
- Basic Personnel Inquiry - Administrative Support
- HR Reporting: Please list: (eg. Departmental Action Notice)

Required ORGS:

The following policies are related to the use of the Banner Administration System. Your agreement to abide by them is required before your request for access to Banner can be processed.

1. Computer facilities are owned by the University and are to be used for University related activities only. Hence only faculty, staff and students may access the Banner System. In special circumstances others may be granted access with the approval of the appropriate Vice-President (or delegate).
2. All access to the Banner system must be approved by the Registrar's Office and/or Financial and Administrative Services.
3. Computer equipment and accounts are to be used only for the purposes for which they are assigned and are not to be used for commercial purposes or non-university related activities without prior approval.
4. A Banner account assigned to an individual must not be used by others. The individual is responsible for the proper use of the account, including proper password protection and insuring that while logged into the account only he/she has access to the account. As user accounts are assigned to individuals based on their department, the individual is responsible for notifying the Registrar's office and/or Financial Services when transferring from one department to another.
5. Any changes to the operating system of a personal computer that is used by an individual to access the Banner system, that will cause the computer to function as a multi-user platform, must be reported to the Registrar's Office and/or Financial Services. The use of any software that enables remote login and/or the connection of modems with dial-in capability to a personal computer that is used to access the Banner system must be reported to the Registrar's Office and/or Financial Services.
6. Electronic data communications facilities are for university related activities only. Fraudulent or harassing messages are not to be sent or stored by users.
7. No one should deliberately attempt to degrade the performance of the Banner system or to deprive authorized personnel of resources or access to the Banner system.
8. Loopholes in computer security systems or knowledge of a special password should not be used to damage the Banner system, gain access to or use the Banner system when proper authorization has not been given. The existence of such loopholes or special passwords must be immediately reported to the Registrar's Office and/or Financial Services.

Violation of Policy:

Offenses will be dealt with in the same manner as violations of other university policies and may result in disciplinary action in accordance with existing Collective Agreements, terms and conditions of employment or the Code of Disciplinary procedures for Students. In such a review, the full range of disciplinary actions available, including loss of computer privileges for a specific period of time, dismissal from the University, and legal action may be considered. Violation of some of the above policies may constitute a criminal offense.

Agreement:

I hereby acknowledge permission to access the Banner Administration System. I certify that the information obtained from these files will be used only for legitimate purposes in carrying out the aims and objectives of the University. I bind myself to protect the confidentiality of the information except that I understand that such information may be released to faculty and administrative officers of the University who have a legitimate interest in the information and to individual students who are requesting information about themselves. I accept responsibility for my Banner Administration System account, and agree to follow the policies specified above. I agree to keep my password confidential and will ensure that only I use them.

Applicant Signature:

Name (Please Print): _____ Date: _____ Signature: _____

Head of Academic/Administrative Unit:

Name (Please Print): _____ Date: _____ Signature: _____

		Office Use Only
<input type="checkbox"/> Account Created	_____ / _____ / _____	<input type="checkbox"/> Approval Queue Setup _____ / _____ / _____
<input type="checkbox"/> Setup on FOMPROF	_____ / _____ / _____	<input type="checkbox"/> Signing Authority Setup _____ / _____ / _____
<input type="checkbox"/> Setup on GWAUCLS	_____ / _____ / _____	<input type="checkbox"/> Forwarded to HR/RO/FAS ____ // ____
<input type="checkbox"/> Notification to User	_____ / _____ / _____	Entered By: <input style="width: 100px;" type="text"/>
<input type="checkbox"/> AR Setup Completed	_____ / _____ / _____	Approved By: <input style="width: 100px;" type="text"/>