



**REQUEST FOR
 New Banner User ID/Change in Banner Rights**

(Staff Member Only Information – Student Workers Please Use Student Worker Form)

Request Date:

- New Banner Acct
- Add Banner Rights
- Remove Banner Rights

(Current Novell or Banner User ID)

Name
First Middle Initial Last

Z# Position Title

Dept: Location: Phone:

Department Head Signature: _____ Phone:

Type Dept Head Name: Title:

Banner Screen	F/P/R	Type of Access	Form Owner (Type)	Form Owner Signature

F/P/R = Form / Process / Report

Types of Access:

Form Access: Q=Query Only, M=Modify and Query
 Process/Report Access: E=Execute, Blank=None

I understand that the access I am requesting may contain information that is protected by the Family Education Rights and Privacy Act. (FERPA). I also understand that disclosure to unauthorized parties is a violation of FERPA. When accessing the Banner system, I must only access information needed to complete my assigned task. This information may only be communicated to authorized parties in accordance with the provisions of FERPA. I agree to maintain the confidentiality of my password and to use my access to ORU information for authorized purposes only.

Name: Date: _____

Signature: _____

FOR INFORMATION DEPARTMENT USE ONLY

Ticket # _____ Dept. Container: _____ Expire Date: (Every 120 days)

Banner UserID: _____ Banner Password: _____
(This is a temporary password that will expire upon first use)

Completed by IT: _____, _____