



FILL OUT FORM ON-LINE & EMAIL

Information Technology Department

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**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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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: _____, _____