

Instructions for Supervisors filling out the Request for Access to Banner For an Employee or School Official

If the person who needs access to Banner is a NEW Faculty Member:

Once it has been determined that the person will be hired, the President's Office will forward the Request for Access to Banner form to the employee with the new employee's contract. The new employee should sign Section 3 (FERPA Compliance) and then initial Section 4 and return it to the President's Office with the signed contract. The President's Office should then forward the Request for Access to Banner form to the hiring department who will fill out the rest of the form by following the instructions found at the top of Section 1.

If the person who needs access to Banner is a NEW Staff Member who will need access the first day on the job:

Once it has been determined that the person will be hired, the hiring department may mail the Request for Access to Banner form to the new employee to sign Section 3 (FERPA Compliance) and then initial Section 4. Once the hiring department receives the form back from the new employee, they can fill out the rest of the form by following the instructions found at the top of Section 1.

All other persons requesting access to Banner should follow the instructions found at the top of Section 1 of the form.

A **School Official** is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

NOTE: If you are having trouble determining what type of access your new employee needs, please contact your Head Data Custodian. See Section 4C on the Request for Access to Banner Form to determine who your Head Data Custodian is.

Banner Access

Admissions / Recruiting

Advancement / Alumni

Advising

Budget

Center for Academic Excellence

Deans Secretary

Departmental Secretary

Financial Aid

Holds Query Access

Holds Update Access

Honors

Library Query Access

Library Update Access

Nursing

Requisitions: (List Organizations) _____

Schedule Build

Transfer Credit

Up and Coming Scholars

Other: _____

Additional Access

Cognos

WebFocus