Framingham State University Banner Access Authorization Request Form

Banner User Identification
(to be completed by the user)

Employee Type
☐ Full-Time   ☐Part-Time ☐ Student ☐ Contractor
  Name: _____
  Domain Name:_____
  FSU Email: _____
  Phone: _____

Account Type
☐ New Banner Account
☐ Security Assignment Change to Existing Banner Account
    Existing Banner Username: _____

Required Banner User Training
(to be completed by the user)

When will you attend a **Banner General Navigation Class?**   Date ____/____/_____

Please note that before access will be granted to the Banner Student and Administrative System, required training must be scheduled and completed.
(Forward to your supervisor or department head for completion)

Banner Access Authorization
(to be signed and dated by supervisor or department head)

DATABASE INSTANCE: ☐ PROD ☐ WKLY ☐ MOCK

Department: _____   Employee Position:_____   Supervisor's E-Mail: _____

Supervisor: _____   _____   Date____/____/____   Phone _____
              (print)   *(signature)*

Banner Security Assignments
Supervisor will check the appropriate module(s) and Security Function the employee will need to perform their Banner duities.
Data Stewards must sign and date to approve.

☐ **General**	☐ **Student**	☐ **Student**	☐ **Finance**	☐ **Human Resources**	☐ **Xtender**
General Users	DGCE	Student Records	__Requisitioner	___ SuperUser	___ Viewer
__Help Desk	___ Front Desk 1	__Records Clerk 1	__Req./Buyer		___Scanner
__EM Faculty	___ Front Desk 2	__Records Clerk 2	__Req/Buyer/Approver		___User
__ Athletic General	___ Director 1	__Records Clerk 3	__Req/Apprv		___ Power User
__ Financial Aid	___ Director 2	__Asst. Registrar	__Purchasing Clerk		
__Campus Police	___ Director 3	__Assoc. Registrar	__Purchasing Director		
__General Access	___ Dean/Assoc. Dean	__Registrar	__Purchasing Buyer		
	___ Advisor 1 (evening)	Academic Affairs	__ Approver		
Argos Folder	___ Advisor 2 (student)	__Dean of Students	__Receiver		
___ Admissions UG	___ Department Chairs	__Director of Advising	__Vendor Entry		
___DGCE	___ Program Coordinator	__Director of Res Life	__Accounts Payable		
___Housing	___ Faculty	__Director of FYP	__Check Admin		
___IR	___ Super User	__Residence Director	__Accountants		
___ Student Records	___ Finance, H/R, and P/R Clerk	__Orientation Coord.	__Grant Admin		
___ Finance	UG Admissions	__Academic Admin. 1	__Proposal Admin		
___ Campus Police	___ New Support	__Academic Admin. 2	__Proposal/Grant Cle		
___ Blackboard	___ Staff/Student	__Academic Admin. 3	__Fixed Assets Clerk		
___ Department Chair	___ Clerk	__Academic Admin Disb	__Fixed Assets Admin		
__ HR Timekeeper	___ Senior Clerk	__Academic Admin Act.	__Tax Admin		
__HR Approver	___ New Recruiter/Counselor	__Academic Admin Cou	__Finance Sec. Admin		
	___ Recruiter/Counselor	__Academic Admin Heal	__Finance Sec. Clerk		
Other Systems	___ Senior Counselor	__Academic Supp. 1	__Finance Super User		
__ Workflow	___ Super User	__Academic Supp. 2	__ Student Accts Super		
	Student Records	__Academic Supp. 3	__Student Accts Day		
	___Int'l Students	__Academic Supp. Health	__Student Accts DGCE		
	___Education Admi	__ Food Services			
	___BB Administration	__Student Worker 1			
		__Student Worker 2			

		Student Affairs ___Athletic General ___Atheletic Super User			
_____ Director of ASIS ___/___/___ Date Approved	_____ Dean of DGCE VP EnrollmentMgmt ___/___/___ Date Approved	_____ Registrar ___/___/___ Date Approved	_____ Director of Finance or Purchasing ___/___/___ Date Approved	_____ VP of Advancement ___/___/___ Date Approved	_____ Director of HR ___/___/___ Date Approved

Signature and date are needed to process this request. Please read the statements below then sign and date.

I have read and agree to abide by the terms set forth in the *Framingham State College Data Standards Document* found at: https://www.fscmedia.com/portal/forms/forms/1445865174.doc

Acceptable Use Policy found at https://www.framingham.edu/Assets/uploads/about-fsu/human-resources/_documents/its-acceptable-use-policy.pdf

I understand that the information I will be using is <u>confidential</u>, and is safeguarded by both Federal and State law. I further understand that any willful misuse of this information may result in disciplinary action:

Banner User: _____ Date___/___/___
      (*Signature*)

Banner Security Officer			
_____ Banner Security Officer Signature	___/___/___ Date Completed	___/___/___ Date User/Supervisor Notified	_____ _____ User Name Assigned