

Marist College

Information Technology Banner Access Request

EMPLOYEE PROFILE

Employee Name: _____ Date: _____
 Job Title: _____ Email: _____
 Location/Room: _____ Phone: _____
 CWID: _____

TYPE OF REQUEST

Create new Account: <input type="checkbox"/>	Current User ID: _____	System: Banner	Allow <input type="checkbox"/> Deny <input type="checkbox"/>
Modify an Account: <input type="checkbox"/>	User ID: _____	Self Service	<input type="checkbox"/> <input type="checkbox"/>
Remove An Account: <input type="checkbox"/>	User ID: _____		

Reason for Access: _____

BANNER FINANCE CLASSES

	Allow	Deny		Allow	Deny
Banner Production			Non-Production Banner Systems		
Mar_Finance_IT_Prod:	<input type="checkbox"/>	<input type="checkbox"/>	Mar_Finance_IT_Not_Prod:	<input type="checkbox"/>	<input type="checkbox"/>
Mar_Finance_Ops_Prod:	<input type="checkbox"/>	<input type="checkbox"/>			

Finance Team Lead: _____ **Date:** _____

BANNER HR CLASSES

	Allow	Deny		Allow	Deny
Banner Production			Non-Production Banner Systems		
Mar_HR_IT_Prod:	<input type="checkbox"/>	<input type="checkbox"/>	Mar_HR_IT_Not_Prod:	<input type="checkbox"/>	<input type="checkbox"/>
Mar_HR_Ops_Prod:	<input type="checkbox"/>	<input type="checkbox"/>			

HR Team Lead: _____ **Date:** _____

BANNER ADVANCEMENT CLASSES

	Allow	Deny		Allow	Deny
Banner Production			Non-Production Banner Systems		
Mar_Advancement_IT_Prod:	<input type="checkbox"/>	<input type="checkbox"/>	Mar_Advancement_IT_Not_Prod:	<input type="checkbox"/>	<input type="checkbox"/>
Mar_Advancement_Ops_Prod:	<input type="checkbox"/>	<input type="checkbox"/>			

Advancement Team Lead: _____ **Date:** _____

BANNER FINANCIAL AID CLASSES

	Allow	Deny		Allow	Deny
Banner Production			Non-Production Banner Systems		
Mar_Financial_Aid_IT_Prod:	<input type="checkbox"/>	<input type="checkbox"/>	Mar_Financial_Aid_IT_Not_Prod:	<input type="checkbox"/>	<input type="checkbox"/>
Mar_Financial_Aid_Ops_Prod:	<input type="checkbox"/>	<input type="checkbox"/>			

Financial Aid Team Lead: _____ **Date:** _____

BANNER STUDENT CLASSES

	Allow	Deny		Allow	Deny
Banner Production			Non-Production Banner Systems		
Mar_Student_IT_Prod:	<input type="checkbox"/>	<input type="checkbox"/>	Mar_Student_IT_Not_Prod:	<input type="checkbox"/>	<input type="checkbox"/>
Mar_Student_Ops_Prod:	<input type="checkbox"/>	<input type="checkbox"/>			

Student Team Lead: _____ **Date:** _____

APPROVALS

Employee: I have read the Technology Acceptable Usage Agreement <http://www.marist.edu/it/infosecurity/pdfs/aup.pdf> and agree to abide by the policy outlined therein.

Employee Signature: _____ **Date:** _____

Supervisor: I approve the access requested by the above employee. If the user of the above computing account leaves the department, I will notify Information Technology so that the account can be removed..

Supervisor Signature: _____ Date: _____

Print Name: _____ Date: _____

INFORMATION TECHNOLOGY SECURITY OFFICE USE

Approved By: _____ Date: _____

Print Name: _____ Date: _____