



**ACCESS CHANGE REQUEST
FOR BANNER**
Governed by
INFORMATION TECHNOLOGY SERVICES



This form may be found online at <http://www.umflint.edu/its/services/forms/banner.pdf>

Instructions: This form was designed for employees who need to request additional access to Banner. Please complete this form, have it signed by your department head and forward signed form to the appropriate Data Owner for authorization (see reverse side for list of Data Owners). Data Owner will return completed form to Information Technology Services, 207 MSB, for processing. You will be notified that your additional access has been granted through campus email.

User Information

Name: _____ Uniqname: _____

Department: _____ Phone: _____

Employee Status: Permanent Temporary Student Title: _____

Access Request

User Classes:

User Class Name Enter user-class name (like work-study supervisor, academic staff or special departmental user-class).	Signature of owner as specified on reverse side.	Date

Additional Forms/Tables:

Form/Table Name Enter seven-character form or table	Type of Access Query or Maintenance	Signature of owner as specified on reverse side.	Date
	<input type="checkbox"/> Query / <input type="checkbox"/> Maintain		
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	<input type="checkbox"/> Query / <input type="checkbox"/> Maintain		

Explanation: Please explain why this access is needed.

By signing this, I approve this permission to be granted for the above applicant(s). I can verify that this access is needed based on the duties and responsibilities of the applicant(s). I understand by allowing such access, I am giving applicant(s) the ability to read and perhaps modify sensitive university data.

Department Head Approval _____
signature date

The following Data Owners must sign to authorize access to Banner forms, based on the first two letters of the form name:

Forms beginning with:	Example:	Data Owner:
GE	(GEAFUNC)	Registrar, 266 UPAV
GJ	(GJAPCTL)	ITS, 207 MSB
GL	(GLAEXTR)	ITS, 207 MSB
GO	(GOREMAL)	Registrar, 266 UPAV
GT	(GTVSDAX)	ITS, 207 MSB
GU	(GUAPSWD)	ITS, 207 MSB
SA	(SAAADMS)	Admissions, 245 UPAV
SC	(SCACRSE)	Registrar, 266 UPAV
SF	(SFASLST)	Registrar, 266 UPAV
SG	(SGASTDN)	Registrar, 266 UPAV
SH	(SHATERM)	Registrar, 266 UPAV
SI	(SIAINST)	Registrar, 266 UPAV
SL	(SLARDEF)	Registrar, 266 UPAV
SM	(SMAPROG)	Registrar, 266 UPAV
SO	(SOAIDEN)	Registrar, 266 UPAV
SP	(SPAPERS)	Registrar, 266 UPAV
SR	(SRARECR)	Admissions, 245 UPAV
SS	(SSASECT)	Registrar, 266 UPAV
TF	(TSADETL)	Cashiers/Student Accounts, 261 UPAV
TG	(TSADETL)	Cashiers/Student Accounts, 261 UPAV
TS	(TSADETL)	Cashiers/Student Accounts, 261 UPAV
TT	(TSADETL)	Cashiers/Student Accounts, 261 UPAV
UM-Flint User Classes:		Data Owner:
Academic Staff		Registrar, 266 UPAV
SSEM Reporting		Registrar, 266 UPAV
Work-Study Supervisor		Financial Aid, 277 UPAV
Special Departmental		Department Supervisor/Head