



# Request for Banner Student System Access

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Job Title \_\_\_\_\_ Dept. \_\_\_\_\_ Box # \_\_\_\_\_

Banner ID \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Staff     Faculty     Student Employee     Temporary Employee    Account Expiration Date \_\_\_\_\_  
(required for student and temp. employees)

Check access package(s) required from list below:

## Academic Departments

- Basic Banner Student - Query Only
- Faculty Advisor - All Above, plus:
  - Academic history query
  - Advisor assignment change
  - Registration access info (PIN & Time Ticket)
- Department & Dean Support Staff - All Above, plus:
  - Registration override maintenance access for department
- Catalog and Schedule Builder - All Above, plus:
  - Section builder and maintenance access for department
- Department Chair & Dean - All Above, plus:
  - Test score maintenance access

## Other / Additional

\_\_\_\_\_

## Admissions

- Admissions Counselor
- Admissions Systems

## Graduate School

- Grad School Student Worker
- Grad School Staff
- Grad School Admissions

## Registrar

- Reg Office Student Worker
- Reg Office Staff
- Reg Office Administrator

Information contained in university records, including but not limited to student, personnel, payroll, financial and alumni is confidential by law. Only an employee, that employee's supervisor(s) and authorized university personnel whose job responsibilities require use of that data may access such information. I will not use UNCW Computing resources or data for personal benefit. I will not disclose university data or my USER ID/PASSWORD to any individual. I understand unauthorized access and/or release of this information is prohibited by law and may result in disciplinary action, including dismissal.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

The BANNER access requested above is necessary for this employee to perform official duties of his or her position. I will ensure when access is no longer needed I will notify the BANNER Security Administrator.

Dept. Head's Signature \_\_\_\_\_ Date \_\_\_\_\_

Data Custodian \_\_\_\_\_ Date \_\_\_\_\_