



Request for Banner Student Accounts Access

- New Request Department Change Request

Name: _____ UNCW E-Mail: _____

Department: _____ Phone: _____ Banner ID: _____

Date of request: _____

Check one of the following if this person is **not** a permanent employee:

- Student Employee Temporary Employee Account expiration date: _____
(Required for Student and Temporary Employees)

By signing this form you acknowledge: *The data access requested is necessary for this employee to do the official duties of his/her position. Information contained in university records, including but not limited to student, personnel, payroll, financial and alumni is confidential by law. I understand unauthorized access and/or release of this information is prohibited by law and may result in disciplinary action, including dismissal.*

Check access required:

Student Accounts Personnel

- Manager/Supervisor
- Collections
- Contract Administrator
- Refund Processing
- Billing Processing

All Other Campus Personnel

- Financial Aid
- Financial Aid Tech/Analyst
- Registrar's Office
- Admissions Office
- Auxiliary Services
- International Programs
- Cameron School of Business
- Other departments not specified above

Cashiers Office Personnel

- Manager/Supervisor
- Cashier

Finance Personnel

- NSAR Supervisor
- NSAR Billing
- Finance Employee
- Tax Accountant

Employee Signature: _____

Dept. Head Signature: _____

(Or Higher. Employee & Dept. Head cannot be the same person)

Data Custodian Signature: _____

Date processed: _____

Submit this form by email to finaccess@uncw.edu