

BANNER SYSTEM ACCESS REQUEST
Instructions

The Banner System Access Request form is to be completed for all Banner access changes, including requests for new user accounts, changes to access under existing accounts, and account deletions.

When a user changes departments, the account associated with the old department must be deleted and an account associated with the new department requested. The account deletion and new account requests may be submitted on the same form.

For **new accounts and changes** to existing accounts, portions of the form must be completed by each of the following: the individual who is requesting access to Banner systems, the user's supervisor and department head (or designated representative), the Banner liaison for the department, the owner(s) of the requested profiles, and the Banner Security Administrator. For lists of Banner liaisons and profile owners, visit the Banner web site at <http://www.gwu.edu/~banner>.

For **account deletions**, the supervisor, department head, and Banner liaison should complete steps 1 (fill in the user name, not your name), 5, 10, 13, 14, and 15, then forward the form to the Banner Security Administrator.

If you have questions or require assistance while completing the form, please call the Banner security office at 202-994-0567.

INSTRUCTIONS FOR USER REQUESTING ACCESS

1. Print your name clearly on both pages of the access request form.
2. Print clearly on page 1 the date of your access request, the name of your department and/or school, your full campus office address (including street address, building name, and room/suite/floor number), your phone number, your GWMail address (i.e., username@gwu.edu), and your official HR job title.

You must have a GWMail account in order to obtain Banner access. Communications from your department Banner liaison and the Banner Security Administrator about your request will be sent to this email account. If you do not have a GWMail account, visit the Virtual Help Desk at <http://helpdesk.gwu.edu> and click on Account Center to sign up for one.

3. Read carefully the confidentiality statement on page 1. If you understand and agree to everything in the statement, sign and date the form on the APPLICANT'S SIGNATURE line.
4. After completing the steps above, give the form to your supervisor.

INSTRUCTIONS FOR SUPERVISOR OF USER REQUESTING ACCESS

5. CHECK THE TYPE OF REQUEST
If the user requesting access does not have an existing Banner ID associated with your department, check ADD NEW BANNER ACCOUNT. If the user has a Banner ID associated with a different department, also check DELETE ACCESS and fill in the account ID. The old account must be deleted before a new account can be created.

If the user has an existing Banner ID associated with your department and the request is for a change in access, check CHANGE EXISTING ACCESS and indicate the user's current Banner user ID.

If Banner access for this user is to be deleted, check DELETE ACCESS and indicate the Banner user ID to be deleted.

6. DEPARTMENT/JOB FUNCTIONS
On page 2, briefly describe the user's job functions that require Banner access. If the user must be able to add and/or modify person or organization records in Banner in order to fulfill the requirements of his/her job (including filling in for absent co-workers if this is a job requirement), check the box under IDENTIFICATION FORM MODIFY ACCESS REQUIRED.

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7. If the user for whom access is being requested is a Banner Human Resources user, please complete the section on page 2 marked "FOR BANNER HUMAN RESOURCES USERS ONLY."
8. After completing the steps above, give the form to the user's department head or the person designated by the department head to handle access requests. If you are the department head in addition to being the user's supervisor, complete the Instructions for User's Department Head below.

INSTRUCTIONS FOR USER'S DEPARTMENT HEAD OR DESIGNATED REPRESENTATIVE

9. Review the information filled out by the user and supervisor.
10. On page 1, fill in your name, email address, and phone number, then sign and date the form.
11. Forward the form to your department's Banner liaison. For a list of liaisons, visit the Banner web site at <http://www.gwu.edu/~banner>.

INSTRUCTIONS FOR DEPARTMENTAL BANNER LIAISON

12. Based on the user's department and job functions, determine the appropriate profiles for this user (consult with profile owners if necessary—a list of them is available at <http://www.gwu.edu/~banner>). For each profile, print the profile name and the profile owner's name, department, email address, and phone number where requested on page 2.
13. On page 1, fill in your name, email address, and phone number, then sign and date.
14. Next to EFFECTIVE DATE at the bottom of page 1, please indicate the date on which you wish this access change to become effective.
15. If there are any special instructions related to this request, please describe them in the NOTES/SPECIAL INSTRUCTIONS field on page 2.
16. Forward the form to the first profile owner listed on page 2.

INSTRUCTIONS FOR PROFILE OWNERS

17. Approve or deny access to the requested profile(s) by checking the appropriate checkbox (ACCESS GRANTED or ACCESS DENIED) and signing and dating below the checkbox.
18. Forward the form promptly to the next profile owner on the list. If all profiles have been approved, forward the form to the Banner Security Administrator at the address below.

MAIL OR DELIVER THIS FORM TO: **Banner Security Administrator**
 ISS Administrative Applications
 Phillips Hall Rm B148
 801 22nd St NW
 Washington DC 20052

**The George Washington University
BANNER SYSTEM ACCESS REQUEST
Information Systems and Services, Administrative Applications**

USER'S LAST NAME FIRST NAME MIDDLE NAME

BRIEFLY DESCRIBE USER'S JOB FUNCTIONS REQUIRING BANNER ACCESS

IDENTIFICATION FORM MODIFY ACCESS REQUIRED

This user must have access to add and/or modify person or organization records (names, ID's, etc.) in order to perform his/her job functions

Banner access is granted in "profiles" defined for various departmental or office job functions. You may request access ONLY to those profiles that a user needs to fulfill the requirements of his/her job. Access to requested profiles is not guaranteed. All requests are subject to the approval of designated profile owners. If more than four profiles are needed, attach a second copy of this page.

1	PROFILE NAME	OWNER DEPARTMENT	PHONE	EMAIL
	OWNER NAME (PLEASE PRINT)	<input type="checkbox"/> ACCESS GRANTED (PLEASE SIGN & DATE)	<input type="checkbox"/> ACCESS DENIED (PLEASE SIGN & DATE)	
2	PROFILE NAME	OWNER DEPARTMENT	PHONE	EMAIL
	OWNER NAME (PLEASE PRINT)	<input type="checkbox"/> ACCESS GRANTED (PLEASE SIGN & DATE)	<input type="checkbox"/> ACCESS DENIED (PLEASE SIGN & DATE)	
3	PROFILE NAME	OWNER DEPARTMENT	PHONE	EMAIL
	OWNER NAME (PLEASE PRINT)	<input type="checkbox"/> ACCESS GRANTED (PLEASE SIGN & DATE)	<input type="checkbox"/> ACCESS DENIED (PLEASE SIGN & DATE)	
4	PROFILE NAME	OWNER DEPARTMENT	PHONE	EMAIL
	OWNER NAME (PLEASE PRINT)	<input type="checkbox"/> ACCESS GRANTED (PLEASE SIGN & DATE)	<input type="checkbox"/> ACCESS DENIED (PLEASE SIGN & DATE)	

NOTES/SPECIAL INSTRUCTIONS

FOR BANNER HUMAN RESOURCES USERS ONLY

SPECIFY THE ORGANIZATION (DEPARTMENT) CODES TO WHICH THE USER NEEDS ACCESS. IF THE LIST IS EXTENSIVE, ATTACH A SEPARATE SHEET WITH THE USER'S NAME AND THE LIST OF ORGANIZATION CODES.

INDICATE TYPES OF EMPLOYEES THE USER IS AUTHORIZED TO ACCESS (CHECK ALL THAT APPLY)

FACULTY STAFF STUDENTS RESEARCH PROFESSIONALS

PLEASE RETURN THIS FORM IN A SEALED ENVELOPE TO THE BANNER SECURITY ADMINISTRATOR, PHILLIPS HALL ROOM B148.

ADMINISTRATIVE APPLICATIONS USE ONLY

ADMINISTRATOR:

USERID: DATE: HR User: ID/ORGS/LIAISON TO HR LIAISON

CITRIX UNIX5 UNIX9 UNIX10 UNIX11 GOBEACC GUIIDEN