

**Banner Access Request Form –Timekeeper/Approver**

Requestor's Name: \_\_\_\_\_

Banner Login Name and Id: \_\_\_\_\_

Department: \_\_\_\_\_ Phone ext. \_\_\_\_\_

**Signatures must be obtained from data owner(s) listed below BEFORE submitting request form to Information Services.**

Business Office (PR Data Entry) Melanie Moss \_\_\_\_\_

Indicate access rights the same as another user: \_\_\_\_\_

List Org Numbers Needed: \_\_\_\_\_

**For your department budget access:**

Go to: <http://www.jcu.edu/fas/links/forms.htm>

Submit [Banner Security Request/Access Form](#) to:

Director Budget/Financial Analysis – Rodman Hall.

**I understand that I am responsible for protecting the confidentiality and security for all data to which I have access. I agree not to disclose or share my Banner Login or Password with another person. I understand that I am responsible for any data accessed and/or changed by someone other than myself utilizing my Banner Login and Password. I realize that this is a potential hazard that could occur if I leave my Banner session open and unattended.**

**Access rights to forms will be based on training provided by \_\_\_\_\_  
(Signature of Banner Trainer)**

**I will comply with FERPA rules as explained to me by \_\_\_\_\_  
(Signature of FERPA trainer)**

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Supervisor's Signature (must have)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Mail or email completed form to: IT - Rodman Hall 4<sup>th</sup> Floor