

## Banner Admin Access

### Who can apply?

This application is for Wright State University staff and faculty with an educational interest and need to access student information. Applicants will need authorization from their Dept. Chair, College Dean, or Dept. Director.

### How do I apply?

1. Print and complete the application below.
2. Have your authorizing official sign the application.
3. Return the signed application to the appropriate office for security authorization with a subject reading "BANNER ADMIN ACCESS:"

<u>Module</u>	<u>Authorizing Office</u>
Finance	General Accounting, 322 University Hall
Student (General)	Registrar, E244 SU
Student (Admissions)	Undergraduate Admissions, E144 SU Graduate Studies, E346 SU
HR/Payroll	Human Resources, 280 University Hall
Financial Aid	Financial Aid, E136 SU
A/R	Bursar, E236 SU
Advancement	Advancement Services, 108 Allyn Hall
DARS	Registrar, E244 SU

The Help Desk will then call you when your account is ready. You must pick up your account name and password by showing a picture ID at the CaTS Help Desk located at **025 Library Annex**.

# Application for Banner Admin Access

**CAMPUS UserID** \_\_\_\_\_  
(leave blank unless already assigned)

Name: \_\_\_\_\_ Staff or Student or Faculty

Banner UID: U \_\_\_\_\_

Dept/Office: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you replacing a staff/faculty member in this office? Yes / No

If yes, whom? \_\_\_\_\_ Did this person leave WSU? Yes / No

Banner Admin Module (circle choice):

FINANCE-----STUDENT-----HR/PAYROLL-----FINANCIAL AID-----A/R-----ADVANCEMENT-----DARS

Please describe the university information you require in your position, or give the name of a current user whose access level mirrors your requirements:

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I agree that I will use the information obtained from WSU Banner Admin systems for only authorized purposes required of my position and that I am responsible for any action taken through the use of my account. I understand any unauthorized use will result in the loss of my account. By signing this application, I indicate my understanding and acceptance of the responsibilities as a WSU Banner systems user.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

I verify that the applicant for which I am responsible is a WSU faculty/staff/student employee and has a legitimate business need to access the information available through WSU Banner Admin systems.

\_\_\_ I authorize this person to access Banner from off campus

Authorizer's

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

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(This portion reserved for Security Authorizers.)

Request type: Add UserID / Remove UserID / Add security class / Change security class / Remove security class

Authorization Date: \_\_\_ / \_\_\_ / \_\_\_

Banner Security Class \*

Authorization Signature/Comments

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*\*All users will be enrolled in BAN\_GENERAL\_ALL\_C unless specifically excluded*

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(This portion reserved for CaTS.)

Security Admin: \_\_\_\_\_ Date: \_\_\_\_\_ HEAT Ticket #: \_\_\_\_\_