

BANNER REQUEST FORM FOR INB ACCESS

PLEASE PRINT INFORMATION

EMPLOYEE INFORMATION

Name of Employee (First, Middle Initial, Last): _____

G-Number: _____ E-mail address: _____@missouriwestern.edu

Staff: ____ Faculty Full-Time: ____ Faculty Adjunct: ____ Student: ____ Other: _____ (describe)

Department _____

BANNER ACCESS INFORMATION

Date ID is to be enabled: _____ Date ID is to be disabled: _____

Please provide Internet Native Banner (INB) access to Banner for the above named employee.

Create ID like existing ID: Name _____ User ID _____ G# _____

OR

List Banner Access Screens here: _____

List Fund/Org access(es) here: Fund _____ Org _____

Employee may have remote access to Internet Native Banner: Yes: ____ No: ____

If YES, please provide the justification for remote access: _____

EMPLOYEE AND SUPERVISOR SIGNATURES

I hereby acknowledge that I have read and understand the *Banner Guidelines for Data Standards, Data Integrity and Security*.

Employee's signature: _____

I hereby acknowledge that the employee has read and understands the *Banner Guidelines for Data Standards, Data Integrity and Security*.

Department Supervisor's Signature: _____ Supervisors's Printed Name: _____

DATA CUSTODIAN(S) SIGNATURE(S)

Signature of Data Custodian(s) if different than Department Supervisor. Please check the box for each module that access is requested for and obtain the appropriate signature(s) from the module owner(s).

Select (X)	Banner Screens	Screen Category	Department	Approval Signature
	R	Financial Aid	Financial Aid Office	
	F	Finance	Accounting Services	
	N	Human Resources	Human Resources	
	P	Payroll	Business Office	
	S, ZS	Student	Registrar's Office	
	T	Student Billing	Business Office	

Run program ZS84014 to determine the signature required on this form when using "Create ID Like Existing ID".

This form must be delivered to ITS for the requested accesses to be entered into the INB Access Table.

ITS staff reviewed all accesses-for any accesses grandted w/o an approvers initials, then ITS contacts approver.

ITS STAFF SIGNATURES

INB Access Table Update Completed & E-Mail Confirmation Sent to Supervisor By: _____ Date: _____

E-Mail Sent to User With Login/Password By: _____ Date: _____

E-Mail Sent to Each Approver By: _____ Date: _____

Procedures For Establishing INB Banner Access

New Employee

The supervisor of the department that hires the new employee will print a copy of the *Banner Request Form for INB Access*. The supervisor will complete the sections titled Employee Information and Banner Information. The supervisor will provide the new employee with a copy of the *Banner Guidelines for Data Standards, Data Integrity and Security*. The new employee will read the document and sign the form to confirm that they have read and understand the policy. The departmental supervisor will verify that the employee has read and understands the document and will then sign the document. The departmental supervisor will provide the document to the respective module owner(s) for their approval signature(s). The document will then be forwarded to Information Technology Services (ITS) and the appropriate ITS staff member will establish the module access(es) within the INB Access Table. The ITS staff member will sign the document and send a written e-mail message to the supervisor confirming that the request has been processed, send a separate e-mail to the user with their login/password information, and send e-mail messages to each of the approvers that have signed the Banner Request Form. If Payroll approval was required, an e-mail message will be sent to the e-mail account payroll@missouriwestern.edu.

During the process of completing the form, a two-week temporary access may be established by the departmental supervisor by requesting that each respective module owner send an e-mail request to the appropriate ITS staff member. If ITS staff do not receive the signed document within two weeks, then the module access(es) will automatically be terminated until such time that the signed document is received. When the access request has been completed, the form will be filed and kept in the ITS department.

Employee Deferred Setup

Employees may be hired and not be provided with access to INB. Later, they may be required to have access to INB. The same process for new employees will be used to establish access.

Existing Employee, Change of Position

Employees may begin employment in a position that DOES NOT require access to INB and later move to a position that does require INB access. The same process for new employees will be used to establish access.

Student Employees

The supervisor of the department that hires a new student employee will print a copy of the *Banner Request Form for INB Access*. The same process for new employees will be used to establish access.

Procedures For Updating INB Banner Access For Student Employees

A report is generated at the end of the Summer, Fall, and Spring terms that shows all student employees that have access to INB Banner and the types of accesses that have been granted to each student. Supervisors are notified that they must contact ITS with information regarding the students that should continue to have access to INB Banner. Each semester on a predetermined date INB access is terminated for students that are not continuing employment at Western. The supervisor is responsible for identifying each student that will continue to work in their department. The supervisor sends an e-mail and notifies ITS staff of the students that should have their INB accesses continued.