

# BANNER Student System Access Request

Employee Name: \_\_\_\_\_ L Number: \_\_\_\_\_

Dept: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Classified  Faculty  Student  Manager  Other \_\_\_\_\_

New Access Request  Additional access Request

Replaces former employee \_\_\_\_\_  
(List former employee)

Does employee currently have Native Banner access  No  Yes \_\_\_\_\_  
(Current Banner logon ID ie BAKERD)

**Please check all areas of requested access**

**General Person**

Forms allow staff to create and update student General Person records which contain student addresses and phone information. This access is limited to Enrollment & Student Financial Services and non-credit departments that admit students. Students should update this information through myLane.

**General Student**

Forms allow staff to admit and re-admit students to the college, update program information for students. This access is limited to Enrollment & Student Financial Services and non-credit departments. Credit department need to refer new students "APPLY NOW" on the homepage to apply and into myLane to update their programs.

**Section Builder**

Forms allow department staff to create and cancel sections, add instructors, and run class list in Native banner and in myLane for their department.

**Registration Support**

Forms allow department staff access to, class list, enter grades, enter registration permits-overrides, view student grades, cancel students out of classes, process administrative withdrawals, view student information, view student test scores.

**Direct Registration**

Forms allow department staff to register student into classes. This access is limited to Enrollment & Student Financial Services and non-credit departments.

**Staff Administration Menu in myLane**

Access to self-service forms created by IT for staff use, i.e class list.

**Other Banner Student Access: (describe/specify)**

**Approval:** \_\_\_\_\_  
Dean/Department Head Signature Name (please print) Date

**System Coordinator Use Only**

Test Access granted: \_\_\_\_\_  
Training Scheduled: \_\_\_\_\_ Trainer \_\_\_\_\_  
Training Completed, BANP access requested \_\_\_\_\_

Security Classes Assigned:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____