

APSU Banner/Unix Account Request Form Version 4.1, March 17, 2009

1. Banner User Identification
Please Print

Last Name: _____

First Name: _____ M.I. _____

Phone: _____

Banner 'A'ID: _____

APSU Email: _____

b. Signature and date are needed to process this request. Please read, date, and sign the confidentiality statement:
I have read and agree to abide by the terms set forth in the Confidentiality and User Responsibility Statement found at <http://www.tbr.state.tn.us/policies/default.aspx?id=4862>

User Signature: _____ Date ____/____/____

Banner User Name (Assigned by OIT)

2. Required Banner User Training
(to be completed by the new user)

a. If requesting Banner Student access – Have you attended Student training ?	<input type="checkbox"/> Yes	Date ____/____/____		<input type="checkbox"/> No
b. If requesting Banner Finance access - Have you attended Finance training ?	<input type="checkbox"/> Yes	Date ____/____/____		<input type="checkbox"/> No
c. If requesting Banner HR access - Have you attended HR training ?	<input type="checkbox"/> Yes	Date ____/____/____		<input type="checkbox"/> No

3. Banner Access Authorization *(to be signed and dated by supervisor or dept. head)*

a. Department: _____ Employee Position: _____ Phone _____ - _____

b. Supervisor: _____ Date ____/____/____
(print) (signature)

4. Banner Security Assignments
Banner Team Leader will check the appropriate module(s) and Security Classes the employee will need to perform their Banner duties.

<input type="checkbox"/> Advancement	<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Finance and AR	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Student
ARGOS <input type="checkbox"/> Datablock <input type="checkbox"/> Report Writer <input type="checkbox"/> Report Runner	ARGOS <input type="checkbox"/> Datablock <input type="checkbox"/> Report Writer <input type="checkbox"/> Report Runner	ARGOS <input type="checkbox"/> Datablock <input type="checkbox"/> Report Writer <input type="checkbox"/> Report Runner	ARGOS <input type="checkbox"/> Datablock <input type="checkbox"/> Report Writer <input type="checkbox"/> Report Runner	ARGOS <input type="checkbox"/> Datablock <input type="checkbox"/> Report Writer <input type="checkbox"/> Report Runner
APPWORX <input type="checkbox"/> View <input type="checkbox"/> Request/Edit	APPWORX <input type="checkbox"/> View <input type="checkbox"/> Request/Edit	APPWORX <input type="checkbox"/> View <input type="checkbox"/> Request/Edit	APPWORX <input type="checkbox"/> View <input type="checkbox"/> Request/Edit	APPWORX <input type="checkbox"/> View <input type="checkbox"/> Request/Edit
Security Classes Add _____ Remove _____	Security Classes Add _____ Remove _____	Security Classes Add _____ Remove _____	Security Classes Add _____ Remove _____	Security Classes Add _____ Remove _____
Template Name _____	Template Name _____	Template Name _____	Template Name _____	Template Name _____

Module Team Leader Authorization
MTL for each checked module must sign and date to approve the request. Check the database(s) this user can access, and indicate if the user requires a UNIX host account

PROD TEST _____ Other Will user need a UNIX account? Yes No

_____ MTL Signature _____ Date Approved	_____ MTL Signature _____ Date Approved	_____ MTL Signature _____ Date Approved	_____ MTL Signature _____ Date Approved	_____ MTL Signature _____ Date Approved
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Work Flow	Date and Initials
1. Applicant - Complete and forward to your supervisor or dept. head for approval.....	_____
2. Supervisor - Review, verify PC readiness, enter department name, sign, forward to the MTL.....	_____
3. Module Team Leader - Review, check appropriate databases and security forward to BSA.....	____/____/____
4. Banner Security Approver – Review request for Banner user, forward to network admin if remote account (if needed).....	____/____/____
5. Unix System Administrator - Create UNIX account, returns to Banner Security Approver	____/____/____
6. OIT Operations - Notify MTL and user of completed request, and file it.....	____/____/____