



Process to view reports from Banner with Eprint

1. Must have a Banner account

- ◆ Department supervisor must approve form for access. Send to appropriate area for each instance (Student, Finance, HR)

http://www.apsu.edu/banner/APBanner_New_Request.doc

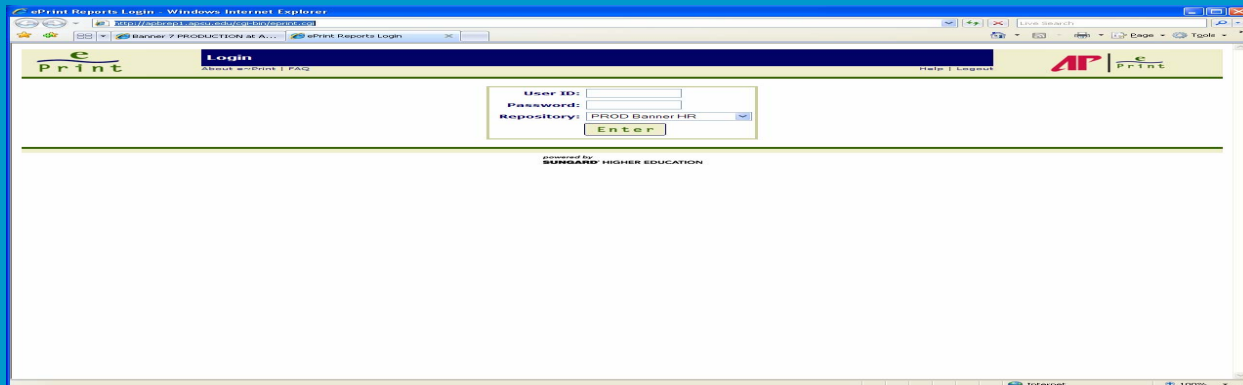
- ◆ Information Technology will notify you when you are given Banner access and your temporary password, which you will have to change the first time you access Banner.

2. Fill out a security request

- ◆ For departmental leave balances and departmental salaries, fill out the authorization, with the Funds and Organization accounts you are authorized to view. Send to Human Resources.
- ◆ <http://www.apsu.edu/hrhomepage/forms/BANNER%20LEAVE%20%20SALARY%20FORM.pdf>
- ◆ HR will notify you when you have been granted access to the appropriate report

3. Accessing Eprint

- ◆ After receiving notification that you have been granted access: enter the following address on the web <http://apbrep1.apsu.edu/cgi-bin/eprint.cgi> Enter your User ID (usually last name, first initial) and your password.



4. Reports

- ◆ You will see the following for the reports you have been granted access to view:
 - 1. Your “ORGN” code(s) on the left of the screen
 - 2. The reports you are authorized to view, such as PHYLEAV

Click on your ORGN code to view Leave for that account.