

## BANNER ACCESS APPLICATION

Name: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Department: \_\_\_\_\_ CPO: \_\_\_\_\_  
 Type of access: \_\_\_\_\_ Instance: \_\_\_\_\_  
 Action: \_\_\_\_\_ User ID: \_\_\_\_\_

### Class Access

Enter the Banner Classes to which you are requesting access or enter the username of someone who has the same access as you desire.

<b>Same access as:</b>	
If you are requesting Finance access, please indicate which Org/Fund/Programs to which you will need access:	

### Individual Form/Process Access

Enter the Form and type of access (M=maintenance, Q=query)

Form	Access	Form	Access	Form	Access

I have read the Security and Access Policy. I understand that any information displayed on the above forms and reports is the property of Berea College and is confidential. I will be responsible for insuring proper use of the data.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have approved access for the above individual.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please check all modules for which you are requesting access. You must also get the signature of each appropriate functional liaison.

Module	Approval
Alumni	
Finance	
Financial Aid	
Human Resources	
Student	
Facilities Management	

For office use only:

Account Created \_\_\_\_\_  
 \_\_\_ Added to GUAIDEN

\_\_\_ User notified  
 \_\_\_ Added to Mailing List

\_\_\_ Financial Affairs notified