

# BANNER REQUEST FORM FOR INB ACCESS

PLEASE PRINT INFORMATION

## EMPLOYEE INFORMATION

Name of Employee (First, Middle Initial, Last): \_\_\_\_\_

G-Number: G \_\_\_\_\_ 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: \_\_\_\_\_

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 (circle one).

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: \_\_\_\_\_

## 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)	Module	Signature of Data Custodian
	Financial Aid	
	Finance	
	Human Resources	
	Payroll	
	Student	

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

## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **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 and send a separate e-mail to the user with their login/password information.

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 beginning 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. The report is sent to the respective supervisor of each of the student employees. The supervisor is responsible for identifying each student that no longer works in their department. The supervisor sends an e-mail and notifies ITS staff of the students that should have their INB accesses cancelled. ITS staff delete the accesses of those students.