Southwest Tennessee Community College

Request for BANNER Access

Name_____   Department

_____

Username _____   Job Title _____

It is unlikely that the information you need will be found in a single table in the Banner system. For that reason, and until appropriate "templates" are developed, it will be necessary to provide some specific information for Data Standards personnel to provide appropriate access. The back of this form provides a beginning format for requesting access. It may be necessary to provide additional information before a final assignment can be made.

The procedure for requesting BANNER access is

1. Discuss your access needs with your supervisor to determine exactly what your job requires.

2. Complete the back of this form in consultation with that supervisor.

3. Obtain approval signature of your supervisor.

4. Submit the form to the Data Standards Office.

5. The Data Standards Office will obtain approval signatures of Data Steward of the area(s) involved (Records, admissions, accounts, financial aid, etc.), and submit to Information Technology for implementation.

6. Once access is implemented, the Data Standards office will provide official notification when access has been granted.

7. Keep in mind that access (both query and update) may be restricted by privacy regulations. Blanket query to forms cannot be granted.

8. Also, update access will be limited to those who are accountable for accuracy of data.

SIGNATURES:

Employee: _____Supervisor:_____

APPROVALS:

Data Steward (AR)_____   Date:_____

Data Steward (FI)_____   Date:_____

Data Steward (HR)_____   Date:_____

Data Steward (STU)_____   Date:_____

Data Steward (OTHER)_____ Date: _____

Data Standards Committee: _____ Date:_____

Banner Form/Table Request

Plus System	Screen	Specific Element	Inquiry or Update		BANNER FORM	BANNER ELEMENT	Comments

Assign to Template _____