



APPLICATION FOR BANNER USER ACCOUNT

COMPLETE THIS FORM, OBTAIN APPROPRIATE APPROVAL SIGNATURES AND RETURN

EMPLOYEE NAME Click here to enter text.		PURPOSE Click here to enter text.	
WORK PHONE Click here to enter text.	FAX Click here to enter text.	CAMPUS ADDRESS BUILDING Choose an item.	ROOM OR OFF SITE ADDRESS Click here to enter text.
ORGANIZATIONAL UNIT Click here to enter text.		DEPARTMENT/COLLEGE Click here to enter text.	
STATUS Choose an item.	(SPECIFY IF OTHER) Click here to enter text.		

I HAVE ATTENDED BANNER TRAINING FOR: E.G. "BANNER REQUISITIONS AND PO'S"

SIGNATURE:	DATE OF TRAINING:
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EMPLOYEE CERTIFICATION

I UNDERSTAND THAT MY ACCESS TO THE COMPUTER SYSTEMS OF THE UNIVERSITY OF THE DISTRICT OF COLUMBIA, ON THIS ACCOUNT, *MUST NOT* BE USED FOR COMMERCIAL PURPOSES OR MONETARY GAIN. I ACCEPT RESPONSIBILITY FOR ALL ACTIVITY ON THIS ACCOUNT AND PROMISE THAT MY USE WILL BE IN COMPLIANCE WITH ALL APPLICABLE UNIVERSITY REGULATIONS. FURTHER, I UNDERSTAND THAT THE OFFICE OF INFORMATION TECHNOLOGY PERSONNEL RESERVES THE RIGHT TO REVIEW AND MODIFY – AT ANY TIME – ACCESS FOR SERVICES IN LIGHT OF THE CURRENT DEMANDS ON THE RESOURCES AND TO AWARD ACCESS ON A PRIORITY BASIS.

SIGNATURE:	DATE:
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EMPLOYEE CERTIFICATION

MARK APPROPRIATE ACTION Choose an item.	MARK APPROPRIATE BOX <input type="checkbox"/> PROD <input type="checkbox"/> TRNG <input type="checkbox"/> TEST <input type="checkbox"/> CONV <input type="checkbox"/> REPT
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Indicate with an "A" for approval for all applicable BANNER ACCESS CLASSES. A "D" indicates removal of the profile.

ADD OR DELETE	BANNER INB ACCESS PROFILE REGISTRAR'S OFFICE WILL YOU NEED ACCESS TO ANY OF THE FOLLOWING? <small>ADD DESIRED BANNER CLASS ACCESS BELOW – E.G. "BAN_FA_CLERKS_C"</small>	REQUIRED APPROVAL LEVEL	
Choose an item.	ADVISING Click here to enter text.	REGISTRAR	
Choose an item.	REGISTRATION Click here to enter text.	REGISTRAR	
Choose an item.	PERMITS/AUTHORIZATIONS Click here to enter text.	REGISTRAR	
Choose an item.	ADMISSIONS OFFICE Click here to enter text.	SUPERVISOR/ADMISSIONS	
Choose an item.	FINANCE OFFICE Click here to enter text.		
	FINANCE FUND/ORG SECURITY <i>(DELIVER TO BEN DESANTIS FOR SIGNATURE)</i> <i>SIGNATURE:</i>	BEN DESANTIS <i>DATE:</i>	
Choose an item.	FINANCIAL AID OFFICE Click here to enter text.	FINANCIAL AID	
Choose an item.	CASHIER'S OFFICE <i>DO YOU NEED ACCESS TO ACCOUNT RECEIVABLE/CASHIER'S OFFICE BANNER</i>	CASHIER	
Choose an item.	OTHER	OTHER	
AUTHORIZATION : TO BE COMPLETED BY DEPARTMENT HEAD, SUPERVISOR, OR ACADEMIC ADVISOR			
NAME Click here to enter text.		TELEPHONE: Click here to enter text.	
SIGNATURE		DATE	
FOR OFFICE OF INFORMATION TECHNOLOGY USE ONLY			
ACCOUNT NAME: NOTIFICATION:	USER NAME:	PROCESSED BY:	DATE: