

Ferris State University

Banner System - Accounts Receivable/Financial Aid/Student Security Request Form

(please use "blue" or "black" ink to complete this form)

Employee's LEGAL Name: (Please Print-- LEGAL First Name, Middle Initial & Last Name)

Novell ID: Email:

Title/Position:

Office Location:

User's Supervisor:

Department:

Are you a student attending Ferris? (please circle response) Y N

Office Phone#:

Instructions:

Select the options which best describe the type of Banner System Security needed for you to perform your job.

Send completed form along with Confidential Data Security Agreement to: WEST 101 ATTN: Data Security

Internet Native Banner - Specify below which options are required

Admissions: [ ] Input [ ] Query Faculty Load [ ] Input [ ] Query
Course Scheduling [ ] Input [ ] Query Business Office [ ] Input [ ] Query
Register Students [ ] Input [ ] Query Transfer Credits [ ] Input [ ] Query
Financial Aid [ ] Input [ ] Query

Banner Self Serve Access - Specify below which options are required.

Faculty Advising [ ] Query

Notes:

Employee's Signature: Date

I hereby authorize the above named employee access to the Banner System as indicated above.
\*\*\*\*\*All responsible employees should consider internal control such as segregation of duties when requesting security\*\*\*\*\*

Dean's Name Printed Dean's Signature Date

BANNER SECURITY - DATA CUSTODIAN USE ONLY

DEV4 (Training use only) [ ] OTHER [ ] PRODUCTION [ ]

Assign Classes

Assign Classes

[ ] GENERAL BASIC [X]

All users will be given access to the items shown with X in the box. Access to other classes will be assigned to the user based on their roles as specified above.

Notes:

Access Granted: Effective Date Data Custodian Signature Date

DATA SECURITY OFFICE USE ONLY:

Date Assigned: Date User Notified:
Notes: