Lake Superior State University Banner Request Form

To be filled out by Employee:

Name (Last, First, M.I.)

Job Title

Dept	Banner ID
	A_____

Check All That Apply: ☐ Faculty ☐ Staff ☐ Student Other Phone Ext.

To be filled out by Director:

Requesting Director's Signature

☐ NEW - No current Access ☐ CHANGE - Change Current Access Date

To be filled out by Human Resources:

HR Verification Date

To be filled out by Module Custodian (Check appropriate access):

☐ **Advancement** Approved by & date

☐ General-1	☐ Gift/Pledge-2	☐ Pledge-3	☐ Rec Mnt-4	☐ Adv Dir-5	☐ Sys Adm-6
☐ Finance-7	☐ No Giving-8	☐ Membership-9	☐ Campaign Mgr-10	☐ IT Analyst -11	☐ Acad Sec-12

☐ **Finance** Approved by & date

☐ Acct-1	☐ Bus Ops Director-2	☐ Accts Rec-3	☐ Cash Rcpt Disb-4	☐ Accts Pay-5	☐ Purch-6
☐ Receiving-7	☐ Pres/Std Worker-8	☐ Secretary-9	☐ Dept/Grant Adm-10	☐ Grant Prop Dev-11	
☐ Student Updatable-12	☐ Fixed Assets-13	☐ Distributed Student Charges-14		☐ AR/AP Supervisor-15	
☐ Acct Bank Rec-16	☐ Backup Check Writer-17	☐ Effort Cert-18			

☐ **Financial Aid** Approved by & date

☐ Dir/Tech M-1	☐ Fin Aid Officer-2	☐ Entry FA Std-3	☐ Query FA Std-4	☐ Bus Off Tech-5
☐ Std Services-6	☐ Dept Lmt Query-7	☐ Foundation-8	☐ Hum Res-9	☐ Std Emp Bus Off Loans-10
☐ Registrar & VA-11	☐ Ath/HSG-12	☐ Admissions Advisor -13	☐ Auditor -14	

☐ **Human Resources**	Approved by & date
	☐

☐ **Student**	Approved by & date
	☐

☐ **ACD** Sec-1 Dean-2 Reg-3 Adj Fac-4	☐ **ADM** Adm Tech-1 Adm Proc-2 Adm Std-3 Adm Std Proc-4 Adm Advise-5 SEVIS Adm Advise-6 Telecouncel Std-7	☐ **AID** FA Tech-1 FA Gen-2 FA Std-3 FA Audit-4 FA Std2-5	☐ **ALU** AlumTech-1 AlumStd-3 Alum Gen-2
☐ **ATH** Ath Dir-1 Sec-2 Coach-3 Bld Mgr-4	☐ **BUS** AR Tech-1 AR Gen-2 AR Std-3 AR Tech2-4 AR Dept Ent-5 Collections Std-6 Cashier-7 Head Cashier-8	☐ **HOU** Hous Tech-1 House Gen-2 House Std-3 House Std-4	☐ **HRS** HR Dir-1 HR Gen-2 HR Std-3
☐ **MIS** Cam Shp-1 Food Srv-2 Hlth Cnt-3 Maint-4 Upwd Bnd-5 Misc Gen-6 Swtch Brd-7 PubSfty-8 NatAmDir-9	☐ **PRO** Pres-1 Prov-2 Inst Rch-3 Reg Ctr Dir-4	☐ **REG** Tech-1 Gen-2 CAPP-3 Std-4 Tran Eval-5 Std2-6 Reg Temp-7 Graduation-8	
☐ **SRV** Lib Gen-1 Lib Hld-2 Dis Sev-3 Test Adm-4 Coun Cnt-5 Lrn Cnt-6 Adv Ret-7 Acd Gen-8 Test Adm Std-9 Adv Ret Std-10 Adv Ret Std (Query)-11	☐ **SSC** Supv Csh-1 Cashier-2		

BDM Access:

☐ Lead   ☐ Scan & Index   ☐ View Only

To be filled out by IT:		
☐ Luminis ID _____ ☐ Role Assigned	Initials & Date:	☐
☐ Oracle Name (Must Match Luminis Name)	Initials & Date:	☐
☐ VBS Assigned ☐ Faculty Tab ☐ Adjunct Tab	Initials & Date:	☐
☐ Class Assigned	Initials & Date:	☐
☐ Dept. Notified to create FOMPROF	Initials & Date:	☐
☐ BDM Assigned	Initials & Date:	☐
☐ User Notified	Initials & Date:	☐

Employee Banner Signature Record
For Banner Training Documents

Employee Name (print) _____

Department _____

My signature below indicates that I have read each of the documents listed below. In addition, I am either very familiar with each of them, or alternatively I have easy access to a copy of each one for reference. I will strive to follow the guidelines set forth in them.

Banner Navigation Guide
_____
Signature

_____
Date

Banner Data Standards
_____
Signature

_____
Date

Data Standards Quick Reference Guide
_____
Signature

_____
Date

Banner Shortcuts
_____
Signature

_____
Date

Supervisor approval: I certify that this employee has been given access to each of these forms, and to the best of my knowledge, has read each one. I will ensure that this employee has access to these forms as needed, and that he/she receives adequate training in the aspects of Banner that he/she will be using in his/her job functions.

_____   _____
Print   *Signature*