



# STUDENT MODULE BANNER ACCESS REQUEST

Rev: 063017

## USER INFORMATION

DEPARTMENT: \_\_\_\_\_ EMPLOYEE POSITION IS:  NON-BENEFITED  BENEFITED

NAME: \_\_\_\_\_ DU ID#: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ USERNAME : \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

### Please answer the questions below:

1. Do you need to view?
- Names, Addresses, Phone #s, Email  General Student Program Information
- Current Registration  Academic History  Banner Student Reports

2. Do you need to update?
- Names, Addresses, Phone, Email  Generate New IDs  High Security Updates (SSN)

NOTE: Access to Generate New IDs, Update Names, Addresses, Phone #s and Email will be granted only upon completion of General Person Update / Data Standards training.

- Registration Overrides  Holds  Advisors  Experiential Learning
- Assistantships/Fellowships/Internships  Registration

3. Do you need to be set up for?
- View Imaging  Update Imaging  Student Reporting Views
- View Departmental Cognos Reports  View Registrar Internal Cognos Reports
- Web Self-Service for :  Faculty  Advisor

Federal regulation requires us to collect why access to student records is granted (legitimate educational interest). Please describe the du du