



# BANNER ACCESS REQUEST NEW USER

Rev: 2022

## NEW USER INFORMATION

DEPARTMENT: \_\_\_\_\_

EMPLOYEE POSITION IS:

... I am currently employed by the University of Denver

... I have an active DU email account

... I have completed the Confidentiality Obligations found in MyDU. Search for Confidentiality Agreement from the main dashboard.

New User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New User will receive an email from [eas@du.edu](mailto:eas@du.edu) with Banner username and temporary password when processing has been completed.

Form Prepared By: \_\_\_\_\_ Preparer's Phone: \_\_\_\_\_

## APPROVING SIGNATURES

Comments:

\_\_\_\_\_  
1. Department Manager Date

\_\_\_\_\_  
2. Division Head/Budget Officer Date

\_\_\_\_\_  
3. Enterprise Application Services Date  
eas@du.edu