Ellucian Banner
Account Creation or Modification Procedures

1. Access to Ellucian Banner is a privilege granted to key personnel who have position responsibilities that warrant such access.

2. Supervisors must submit a **Banner Account Request Form** to identify the employee and specify the required access. The form is available in both DOCX and PDF formats.

   a. https://web.newriver.edu/procedures/banner/Banner-Account-Request-Form.docx
   b. https://web.newriver.edu/procedures/banner/Banner-Account-Request-Form.pdf

3. Completed forms are submitted by supervisors using DocuSign and received by IT staff members who provide support for Ellucian Banner.

4. Initial passwords are created by IT staff using randomly chosen words, numbers, and characters. The employee must change the initial password upon first login.

5. Once the Banner account has been created, the supervisor and employee are notified by the IT staff.

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