



New River's Ellucian Banner

Account Request Form: Version 2

This form is used to request access to the Ellucian Banner system. This form must be completed by the supervisor of the individual requesting access and submitted to Jason Garris (jgarris@newriver.edu) **at least three days prior to the date access is first required.**

Accounts are created by the **Director of Technology Development** (or their designee), and privileges are assigned according to the information submitted by the functional area supervisor in this request. **It is your responsibility to notify the Director of Technology Development when this account is no longer needed.**

Data Custodians

Area of Responsibility	Assignment(s)	Ellucian Module
General Accounts	Chief Information Officer Director of Technology Development	General
Faculty	Chief Academic Officer Deans	Student
Reg./Records/Catalog	Registrar	Student
Applicants	Director of Enrollment Services	Student
Financial Aid	Director of Financial Aid	FinAid
Finance System	Chief Financial Officer	Finance
Accounts Receivable	Chief Financial Officer	Arsys

Position Title:

Description of job duties as they relate to BANNER (all permission requests must tie into job duties listed here):

Standardized Roles

If the user is in any of the following roles, please indicate below.

BANNER Administrator	
Modify access to BANNER and Self-Service BANNER configuration screens, plus all other screens for users who are providing BANNER technical support.	
Requires the approval of the Director of Technology Development or Chief Information Officer.	
Faculty Advisor	
This role provides query access to basic admissions, student, AR, and financial aid screens plus modify access to the course registration form.	
Information Technology Part-Time	
This role provides query access to basic admissions, student, AR, and financial aid screens plus modify access to reset PINs and third-party IDs.	
Information Technology Full-Time	
This role provides basic admissions, student, AR, and financial aid screens plus modify access to general person information, BANNER print screens, and reset PINs/third-party IDs.	

Individual Permission Requests

Please ensure that all requested permissions relate to the description of job duties above. Requests that do not tie into a listed job duty will be followed-up on via email, delaying account creation. **If this user has a role whose permissions have been standardized (see the above section), please check only additional permissions needed here.**

Basic View

	QUERY ACCESS	MODIFY ACCESS
Basic View		
Query access to basic admissions, student, AR, and financial aid screens. For most users providing student support that does not involve data entry, this access should be sufficient.		

Admissions

For permissions in RED, if employee is not in the Enrollment Services/Admissions department, access requires the approval of the Director of Enrollment Services.		
	QUERY ACCESS	MODIFY ACCESS
All Screens		
Access to ALL admission screens. Please only check if the user needs access to admission screens beyond that provided by Basic View.		

Finance

For permissions in RED, if employee is not in the Finance department, access requires the approval of the Chief Financial Officer.		
	QUERY ACCESS	MODIFY ACCESS
All Screens		
Access to ALL finance screens (screens that begin with F).		
Accounts Receivable		
Access to ALL accounts receivable screens (screens that begin with T).		
Budget and Purchasing Query		
Query access to screens related to budgeting, purchasing, and requisitions.		
Business Support		
Query access to general Accounts Receivable screens for non-finance employees who provide more extensive billing and fee support for students than the Basic View permission provides.		
Cashier		
Modify access to general Accounts Receivable screens for employees performing cashiering functions.		
Finance Interfaces		
Modify access to screens that interface with FIMS and WVOASIS.		
Finance Security		
Modify access to screens related to setting up rules and users for departmental budgeting.		
Payroll Interface		
Modify access to screens that interface with payroll functions.		
Vendors		
Modify access to vendor records alongside query access to relevant code selection screens.		

Financial Aid

For permissions in RED, if employee is not in the Financial Aid department, access requires the approval of the Director of Financial Aid.		
	QUERY ACCESS	MODIFY ACCESS
All Screens		
Access to all financial aid screens (screens that begin with R).		

General

	QUERY ACCESS	MODIFY ACCESS
General: Rooms and Buildings		
Modify access to update room/building settings and definitions.		

Student

For permissions in RED, if employee is not in the Registrars' Office department, access requires the approval of the Registrar.		
	QUERY ACCESS	MODIFY ACCESS
Academic Support		
Modify access to select student information screens (ie test scores, learner record, etc.) plus query access to additional student information screens.		
Course Schedule Modify		
Modify access to course schedule/section screens (ie SSASECT).		
Course Catalog Modify		
Modify access to course, course prereq, and catalog screens (ie SCBCRSE).		
Registration		
Modify access to SFAREGS plus query access to SOAHOLD for users registering students.		
Student Records		
Access to transcript, academic history, instructor status, and award screens and processes.		
Term Setup		
Modify access to term setup screens (ie STVTERM, SOATERM).		

Authorization and Approval

My signature on this form indicates that the Banner by Ellucian account being created is for the person listed on this form and that the access is appropriate for this person's position responsibilities.

Employee Name:	BANNER ID:
New River Email Address:	Department:
Supervisor Name:	Supervisor Title:

Supervisor's Signature

Date