



## BANNER SIS Account Request and Access Modification

1. Access the BANNER Account request form located [here](#).
2. Human Resources or Supervisors must complete a BANNER Account request form for new employees or employees moving into new positions that require modified BANNER access.
3. Completed forms are submitted to the BANNER Support unit for review and account creation.
4. The BANNER Support unit works with Data Custodians to ensure authorized access to appropriate levels of data access.
5. Account access is authorized based on job duties. In some cases new accounts may be generated with equivalency of previous employee accounts.
6. Passwords are initially set to randomly chosen words and numbers. Each account password is set to pre-expire and must be changed on login.
7. Human Resources, the Supervisor, and/or the employee are notified via separate emails of the account information.