



Banner INB Student Systems User Access Request Form

Please type or print legibly. This form is required in order to request access to the Banner Student Information System. This form must be signed and approved by the employee's supervisor and appropriate data steward(s). For transferring employees, a separate form must be completed from the Campus and/or Department transferring FROM and TO in order to modify access in both areas. Supervisors should email **ALL PAGES** of this form to the appropriate Data Stewards for authorization. A link to the list of User Classes and Data Stewards appears on the last page of this form.

Employee Information Section

Last Name:		First Name:				MI:	
NetID:		Banner ID:		Job Title:			
Employee Classification:	<input type="checkbox"/>	Faculty	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Student	<input type="checkbox"/>
Business Unit/School:		Department/Office:					
Work Phone:		Ext:		GU Email Address:			
Type of Request:	<input type="checkbox"/>	New Account	<input type="checkbox"/>	Modify Existing Account*	<input type="checkbox"/>	Expire & Lock Account	<input type="checkbox"/>
* If Modify Existing Account, please provide a reason:				Reassigned to a New Department			
				Change in Responsibilities			
				Other:			

Confidentiality Statement (Must be signed by Employee)

I understand that the data obtained from any Georgetown system is considered confidential and NOT to be shared with anyone who is not authorized to receive such data.

I understand that I am individually accountable for the use of my User ID in the Banner system. Improper use of my ID could lead to revocation of access rights and further disciplinary proceedings in accordance with Georgetown policies, rules, and regulations.

I acknowledge that I have successfully completed the New Hire FERPA training and will adhere to the Banner Confidentiality Agreement.

Employee's Signature: _____ **Date:** _____

Business Reason for Request

Please provide the business reason for needing Banner INB access:

<input type="checkbox"/>	Undergraduate Academic Records	<input type="checkbox"/>	Undergraduate Admissions
<input type="checkbox"/>	Graduate Academic Records	<input type="checkbox"/>	Graduate Admissions
<input type="checkbox"/>	Student Financial Services	<input type="checkbox"/>	Financial Aid

Supervisor Approval

Business Unit/School:		Department/Office:	
Name:		Title:	
Signature:		Date:	



--- Data Steward Use Only ---

Please assign the access authorized here to the following Banner Instance(s). Check all instances related to access authorized on this form. A list of User Classes can be found at:

https://georgetown.box.com/s/4hvrqkklfsxoq63mffqvsq1rg3cdak1h

- ALL ENVIRONMENTS OR Production, QA, Test, Development, Authorize Banner Proxy

Banner INB Classes and Roles
Please ADD the Banner INB classes listed below:
Please DELETE the Banner INB classes listed below:

Banner VBS Profiles
Please ADD the Banner VBS Profiles listed below:
Please DELETE the Banner VBS Profiles listed below:

A list of Data Stewards can be found at: https:security.georgetown.edu/node/621

Table with 4 columns: Department, Name, Signature, Date. Rows include REGISTRAR'S OFFICE-MAIN, STUDENT FINANCIALS, FINANCIAL AID, and OTHER.