



Request for Banner Access

When complete, please scan and email to Scott Hollen –shollen@richmond.edu

Please note that Banner account creation follows network account (netid) creation. Please contact the Help Desk (x6400) if you need assistance with netid creation.

User Information (to be completed by Supervisor): New Employee? Y / N New Banner User? Y / N

User's Name: _____ User's Net ID (Username): _____

Supervisor Name: _____ Dept or School Name: _____

User's Position: _____ Start Date: _____

User's UR ID#: _____ Contact Extension: _____ (User / Supervisor)

Floater? Y / N Student Employee? Y / N Consultant? Y / N If yes to any of the previous, please enter approx. end date for access: _____



Please answer the following questions:

1. What are the user's primary job responsibilities? _____

2. If known, please list specific Banner forms or roles needed for the user to perform his/her job responsibilities. If the user needs access that reflects that of a current/former Banner user, please list the current/former user's name here.

3. Will the user need access to any of the following to complete his/her job duties?
(Please circle) Population Selection / TEST Database / View SSN/Update SSN/
Search SSN

Supervisor's Signature: _____ Date: _____

For Information Services Use Only:

Task	Date completed
Account Created	
GENMENU_C Granted	
Blackboard Setup	
Alias Request Sent	
Form Owner Emails Sent	
Permissions Approved	
Permissions Granted	
Training Email Sent	

Additional Notes:

Task	Date completed
Finance/Other Request Sent	
Finance/Other Set Up Complete	
Training Complete	
Training Recorded	