

Lander University Banner Access Authorization Request

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Version 8.6, November 2009

1. Banner User Identification

(to be completed by the user)

a. New Account
 Change to Existing Account

_____ (existing account user name)

Lander ID: _____

Last Name: _____

First Name: _____ M.I. _____

Phone: _____

LU E-mail: _____

b. Signature and date are needed to process this request. Please read the statements below then sign and date.

I have read and agree to abide by the terms set forth in the **Lander University Data Standards Document** found at:

<http://www.lander.edu/its/bannerdocs/DataStandardsDocument.doc> and the **Lander University Privacy and Security Plan** found at:
http://www.lander.edu/policy/Information_Privacy_and_Security_Plan.pdf.

I understand that the information I will be using is **confidential**, and is safeguarded by both Federal and State law. I further understand that any willful misuse of this information may result in disciplinary action.

Banner User: _____ Date ____/____/____
(signature)

2. Required Banner User Training

(to be completed by the user)

a. Have you completed the **Banner 8 Fundamentals** Computer Based Training (CBT)? <http://legolas.lander.edu:9090/cbt/index.html> Yes No Date ____/____/____

3. Banner Access Authorization (to be signed and dated by supervisor or dept. head)

DATABASE INSTANCE PROD PPRD TEST _____ (other)

a. Department: _____ Employee Position: _____ Phone _____ E-Mail _____

b. Supervisor: _____ Date ____/____/____
(print) (signature)

4. Banner Security Assignments (Cont. on page 2)

Supervisor/Data Custodian will check the appropriate Security Classes the employee will need to perform their Banner duties. Data Custodian must sign and date to approve.

Accounts Receivable	Alumni	Finance	Financial Aid
<input type="checkbox"/> BAN_ARSYS_C <input type="checkbox"/> BAN_LUADAR_QRY_C <input type="checkbox"/> BAN_LUAR_UPD_C <input type="checkbox"/> BAN_LUFAAR_QRY_C <input type="checkbox"/> BAN_LUFAAR_UPD_C <input type="checkbox"/> BAN_LUHLTHAR_UPD_C <input type="checkbox"/> BAN_LUHSGAR_QRY_C <input type="checkbox"/> BAN_LUHSGAR_UPD_C <input type="checkbox"/> BAN_LULUPDAR_QRY_C ODBC Access to Tables/Views (MS Access/Excel) <input type="checkbox"/> lander_object_access_ar <input type="checkbox"/> lander_view_ar _____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	<input type="checkbox"/> BAN_ALUMNI_C <input type="checkbox"/> BAN_LUALUMNI_GIV_C <input type="checkbox"/> BAN_LUALUMNI_UPD_C <input type="checkbox"/> BAN_LUFAALU_QRY_C ODBC Access to Tables/Views (MS Access/Excel) <input type="checkbox"/> lander_object_access_advance <input type="checkbox"/> lander_view_advance _____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	<input type="checkbox"/> BAN_LUFINANCE_MAIN_C <input type="checkbox"/> BAN_LUAUDITORS_QRY_C <input type="checkbox"/> BAN_LUFINANCE_QRY_C <input type="checkbox"/> BAN_LUFINANCE_FY_C <input type="checkbox"/> BAN_LUFINANCE_SECR_C <input type="checkbox"/> BAN_LUPAYRECON_C <input type="checkbox"/> BAN_LUPOSFIN_QRY_C ODBC Access to Tables/Views (MS Access/Excel) <input type="checkbox"/> lander_object_access_finance <input type="checkbox"/> lander_view_finance _____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	<input type="checkbox"/> BAN_LUFINAID_C <input type="checkbox"/> BAN_LUADFA_QRY_C <input type="checkbox"/> BAN_LUALUFA_QRY_C <input type="checkbox"/> BAN_LUBUFA_QRY_C <input type="checkbox"/> BAN_LUFINAID_UPD_C <input type="checkbox"/> BAN_LUHSGFA_QRY_C <input type="checkbox"/> BAN_LUSSSFA_QRY_C ODBC Access to Tables/Views (MS Access/Excel) <input type="checkbox"/> lander_object_access_fin_aid <input type="checkbox"/> lander_view_fin_aid _____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>
College of Education - NCATE	Health Services	Human Resources	University Police
<input type="checkbox"/> BAN_LUEDUCATION_C _____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	<input type="checkbox"/> BAN_LUHLTHSVS_UPD_C <input type="checkbox"/> BAN_LUHLTHSVS_QRY_C <input type="checkbox"/> BAN_LUHSGHLTH_QRY_C <input type="checkbox"/> BAN_LUINSHLTH_UPD_C <input type="checkbox"/> BAN_LUSAFFHLTH_UPD_C _____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	<input type="checkbox"/> BAN_POSNCTL_C <input type="checkbox"/> BAN_PAYROLL_C <input type="checkbox"/> BAN_LUFAPAY_QRY_C <input type="checkbox"/> BAN_LUFINPAY_UPD_C <input type="checkbox"/> BAN_LUHRSTUWK_UPD_C <input type="checkbox"/> BAN_LU_PAYROLL_C <input type="checkbox"/> BAN_LUPOSITION_QRY_C ODBC Access to Tables/Views (MS Access/Excel) <input type="checkbox"/> lander_object_access_hr <input type="checkbox"/> lander_view_hr _____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	<input type="checkbox"/> BAN_LUPDADMIN_UPD_C <input type="checkbox"/> BAN_LUPDOFFICER_QRY_C ODBC Access to Tables/Views (MS Access/Excel) <input type="checkbox"/> lander_view_lupd _____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>

Banner Data Custodians

Area	Data Custodian
Academic Success Center	Director, Academic Success Center
Accounts Receivable	Student Accounts Supervisor
Alumni	V.P. University Advancement
College of Education –NCATE	NCATE - Coordinator
Finance	Controller
Financial Aid	Director, Financial Aid
General	Banner Security Officer, Information Technology Services
Health Services	Director, Student Health Services
Human Resources	Director, Human Resources
Student	Director, Admissions/Registrar
Student Concerns	Chair, Student Concerns Committee
University Police	Chief of Police
Xtender (Banner Document Management – BDMS)	Xtender Administrator, Information Technology Services

Banner Security Classes

Academic Success Center

BAN_LUASC_UPD_C Full Access to all Academic Success Center forms and processes
 BAN_LUASCADMIN_UPD_C Limited Update Access for Academic Administrators

Alumni

BAN_ALUMNI_C Full access to all Banner Alumni forms and processes
 BAN_LUALUMNI_GIV_C Limited Query Only access for Giving Information
 BAN_LUALUMNI_UPD_C Ability to run Lander developed update processes
 BAN_LUFAALU_QRY_C Limited access to Alumni for Financial Aid Office

Accounts Receivable

BAN_ARSYS_C Full access to all Banner Accounts Rec. forms and processes
 BAN_LUADAR_QRY_C Limited Query Only access to AR for Admissions
 BAN_LUAR_UPD_C Ability to run Lander developed processes
 BAN_LUFAAR_QRY_C Limited access to AR for Financial Aid Office
 BAN_LUFAAR_UPD_C Limited update access to AR for Financial Aid Office
 BAN_LUHLTHAR_UPD_C Limited access to AR for Health Services
 BAN_LUHSGAR_QRY_C Limited access to AR for Housing Office (View Only)
 BAN_LUHSGAR_UPD_C Limited access to AR for Housing Office
 BAN_LULUPDAR_QRY_C Limited access for University Police to Accounts Rec.

College of Education – NCAT

BAN_LUEDUCATION_C Full Access to all Banner NCAT Forms/Processes

Finance

BAN_LUFINANCE_MAIN_C Full access to most Banner Finance forms and process
 BAN_LUAUDITORS_QRY_C Query Only access for Auditors
 BAN_LUFINANCE_FY_C Update access to FTMFSYR (Fiscal Year Maintenance)
 BAN_LUFINANCE_QRY_C Ability to run Lander developed processes
 BAN_LUFINANCE_SECR_C Update access to Banner Finance Security Forms
 BAN_LUPAYRECON_C Ability to do Payroll Reconciliation
 BAN_LUPOSFIN_QRY_C Limited access for Human Resources

Financial Aid

BAN_LUFINAID_C Full access to all Banner Financial Aid forms and process
 BAN_LUADFA_QRY_C Limited access for Admissions
 BAN_LUALUFA_QRY_C Limited query only access for University Advancement
 BAN_LUBUFA_QRY_C Limited query access for Business Office
 BAN_LUFINAID_UPD_C Ability to run Lander developed processes
 BAN_LUHSGFA_QRY_C Limited query only access for Housing Staff
 BAN_LUSSSFA_QRY_C Limited query access for Student Support Services

General

BAN_LU_GENERAL_USR_C	Most Banner General forms and process
BAN_LUALUGEN_UPD_C	Additional Access for Alumni
BAN_LUCHANNELS_C	Ability to use Portal Banner Channels
BAN_LUCONNECT_UPD_C	Banner Connection and Job Submission
BAN_LUFAGEN_UPD_C	Additional access for Financial Aid
BAN_LUFINGEN_UPD_C	Additional access to General for Alumni
BAN_LULUMGROUP_QRY_C	Ability to run ICGORGMK (MyLander Groups)
BAN_LUPOSEL_UPD_C	Access for Population Selection Forms and Processes
BAN_LUPOSGEN_UPD_C	Additional access for Human Resources
BAN_LUSTUGEN_UPD_C	Additional access for Student
BAN_LUSLEEPWAKE_UPD_C	Additional access for sleep/wake processing

Health Services

BAN_LUHLTHSVS_UPD_C	Access for Health Services to Immunization/Disability forms
BAN_LUHLTHSVS_QRY_C	Access to Lander Developed Health Services Processes
BAN_LUHSGLTH_QRY_C	Access for Housing
BAN_LUINSHLTH_UPD_C	Access for Instructional Services
BAN_LUSAFFHLTH_UPD_C	Access for Student Affairs

Human Resources

BAN_POSNCTL_C	Full access to all Banner Position Control forms and processes
BAN_PAYROLL_C	Full access to all Banner Payroll forms and processes
BAN_LUFAPAY_QRY_C	Limited query access to Banner Payroll for Financial Aid Office
BAN_LUFINPAY_UPD_C	Limited update access to Banner Payroll for Finance
BAN_HRSTUWK_UPD_C	Limited update access for Student Workers
BAN_LU_PAYROLL_C	Ability to run Lander developed payroll processes (leave)
BAN_LUPOSITION_QRY_C	Ability to run Lander developed position control processes (calendar,leave)

Student

BAN_LUSTUDENT_C	Full access to all Banner Student forms and processes
BAN_LUAAADM_QRY_C	Limited update access to Admissions forms for Academic Affairs Staff
BAN_LUAASTU_QRY_C	Limited query only access for Academic Affairs Staff
BAN_LUADVCHDN_UPD_C	Additional Update Access for Dept.Chairs, College Deans, Admin. Assistants
BAN_LUADVDEAN_UPD_C	Additional Update Access for College Deans and their Admin. Assistants
BAN_LUADVISOR_UPD_C	Limited access for academic administrators
BAN_LUADVISRG_QRY_C	Limited query access
BAN_LUADSTUWK_UPD_C	Limited access for Admissions Student Workers
BAN_LUADSTUWK2_UPD_C	Limited access for Admissions Student Workers—includes additional update access
BAN_LUADTRANEV_UPD_C	Special Security Class for Evaluating College Transcripts
BAN_LUALUSTU_QRY_C	Limited query access for Alumni
BAN_LUALUSTU_UPD_C	Limited update access for Alumni
BAN_LUARSTUWK_UPD_C	Limited access for Accounts Receivable Student Workers
BAN_LUATHLADM_QRY_C	Limited query access for Athletics
BAN_LUATHLADM_UPD_C	Limited update access for Athletics
BAN_LUATHLCOA_QRY_C	Limited query access for Athletics Coaches
BAN_LUAVSTUWK_UPD_C	Limited update access for Advising Center Student Workers
BAN_LUBUSTU_QRY_C	Limited query access for Business Office
BAN_LUFASTUWK_QRY_C	Limited query access for Financial Aid Student Workers
BAN_LUHOUSING_UPD_C	Full access for Location Management
BAN_LUINSSTU_QRY_C	Limited access for Instructional Services
BAN_LUITSSCHD_QRY_C	Limited access for ITS for building/room schedule query
BAN_LULUPDSTU_QRY_C	Limited access for University Police
BAN_LUPOSSTU_UPD_C	Limited access for Human Resources
BAN_LUPOSTSTU_UPD_C	Limited access for Post Office
BAN_LURGSTUWK_UPD_C	Limited access for Registrars Office Student Workers
BAN_LUSAFF1_QRY_C	Limited query access for Student Affairs
BAN_LUSAFF2_UPD_C	Limited update access for Student Affairs
BAN_LUSAFFADM_QRY_C	Limited query access to Admissions for Student Affairs
BAN_LUSSSTU_QRY_C	Limited query access for Student Support Services
BAN_LUSTUACT_UPD_C	Limited access for Student Activities Staff

BAN_LUSTUALL_QRY_C	Query Only access for all Student forms and processes
BAN_LUSTUDENT_ADM_C	Processes restricted to Admissions
BAN_LUSTUDENT_QRY_C	Ability to run Lander developed query processes
BAN_LUSTUDENT_REG_C	Processes restricted for Registrar use only
BAN_LUSTUDENT_UPD_C	Ability to run Lander developed update processes
BAN_LUURP_QRY_C	Limited query access for University Relations and Publications
BAN_LUWAITLIST_UPD_C	Access for running waitlist process

Student Concerns

BAN_LUCONCERNS_UPD_C	Update Access for Student Concerns Forms and Processes
BAN_LUCONCERNS_QRY_C	Query Only Access for Student Concerns Forms and Processes

University Police

BAN_LUPDADMIN_UPD_C	Full access to all Banner University Police forms and Processes
BAN_LUPDOFFICER_QRY_C	Limited query only access for officers

Xtender

BAN_XTENDER_C	Full access to all Banner Xtender forms and processes
BAN_LUXTENDER_USR_C	Limited user access for Banner Xtender forms and processes