

# Lander University Banner Access Authorization Request

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Version 6.4, September 2008

## 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](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 **SCT Banner 7 Fundamentals** Computer Based Training (CBT)? <http://legolas.lander.edu:9080/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_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	<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	<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	<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>	_____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	_____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	_____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>
General	Health Services	Human Resources	Xtender
<input type="checkbox"/> BAN_LU_GENERAL_USR_C <input type="checkbox"/> BAN_LUALUGEN_UPD_C <input type="checkbox"/> BAN_LUCHANNELS_C <input type="checkbox"/> BAN_LUCONNECT_UPD_C <input type="checkbox"/> BAN_LUFAGEN_UPD_C <input type="checkbox"/> BAN_LUFINGEN_UPD_C <input type="checkbox"/> BAN_LULUMGROUP_UPD_C <input type="checkbox"/> BAN_LUPOSGEN_UPD_C <input type="checkbox"/> BAN_LUSTUGEN_UPD_C  ODBC Access to Tables/Views (MS Access/Excel) <input type="checkbox"/> lander_object_access_general <input type="checkbox"/> lander_view_general	<input type="checkbox"/> BAN_LUHLTHSVS_UPD_C <input type="checkbox"/> BAN_LUHSGHLTH_QRY_C <input type="checkbox"/> BAN_LUINSHLTH_UPD_C <input type="checkbox"/> BAN_LUSAFFHLTH_UPD_C	<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_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	<input type="checkbox"/> BAN_XTENDER_C <input type="checkbox"/> BAN_LUXTENDER_USR_C  <input type="checkbox"/> Xtender Access
_____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	_____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	_____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>	_____ <i>Data Custodian Signature</i> ____/____/____ <i>Date Approved</i>



## Banner Data Custodians

Area	Data Custodian
Accounts Receivable	Student Accounts Supervisor
Alumni	V.P. University Advancement
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
Xtender	Xtender Administrator, Information Technology Services

## Banner Security Classes

### 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_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.

### 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_LUPOSGEN_UPD_C	Additional access for Human Resources
BAN_LUSTUGEN_UPD_C	Additional access for Student

## Health Services

BAN_LUHLTHSVS_UPD_C	Access for Health Services to Immunization/Disability forms
BAN_LUHSGHLTH_QRY_C	Access for Housing
BAN_LUINSHLTH_UPD_C	Access for Instructional Services
BAN_LUSAFFHLTH_UPD_C	Access for Student Affairs
BAN_POSNCTL_C	Full access to all Banner Position Control forms and process
BAN_PAYROLL_C	Full access to all Banner Payroll forms and processes
BAN_FAPAY_QRY_C	Limited access for Financial Aid
BAN_LUFINPAY_UPD_C	Limited access for Finance
BAN_LUPAYROLL_C	Ability to perform Payroll Backup process
BAN_LUPOSITION_QRY_C	Ability to run Lander developed processes

## 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_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_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_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_LUSSSSTU_QRY_C	Limited query access for Student Support Services
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

## 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
Xtender Access	Scan,Index,View Documents