

BANNER User Account Request Form

Important: Please make sure the user has read the College's Student Record Policy 6Hx28: 10-09 prior to signing this form. Also, once the user has read and signed the User Access Rules form, attach it to this form.

Do not share user names and passwords with anyone else.

Instructions: This form must be filled out by the employee's supervisor and the authorized Banner Role Approver.

Submit original forms only.

****Modified forms and forms with more than one approver signature are invalid and will be returned.****

Forward this completed Account Request Form to BANNER Account Management, Mail Code 4-12.

Action Requested:

- New employee access (*requires Approver Signature and security agreement must be attached*)
- Delete employee access (*requires Supervisor signature, does not require security agreement*)
- Modify employee access (*requires Approver Signature*)

Employee Information: (all information is mandatory, incomplete forms will be returned)

First Name: _____ Middle Initial: _____ Last Name: _____

VID (Valencia ID): V-_____ Last four digits of SSN: _____

Department: _____ Campus: _____

Location: _____ Telephone Extension: _____ Mail Code: _____

To be completed by Supervisor:

Supervisor Name (PRINT): _____

Supervisor Signature: _____ Date: _____

NEW OR MODIFIED ACCOUNTS REQUIRE AN APPROVER SIGNATURE BELOW

To be filled out by Approver:

Staff Role for Security Access: _____

Additional Required Screens: _____ - Include PPRD Access

Approver Name (PRINT): _____

Approver Signature: _____ Date: _____

NOTE: ONLY ONE SIGNATURE IS PERMITTED ON THE APPROVER SIGNATURE LINE.

User ID and Password - To be completed by Office of Information Technology staff.

Atlas Banner Username: _____ (will match Banner 3rd party ID from GOATPAD)

Atlas Banner Default Password: atlas+ last four of SSN (password expires every 90 days)

OIT OFFICE USE ONLY	VID VERIFIED? _____	SERVICE REQUEST #: _____
	SSN VERIFIED? _____	OIT ASSIGNEE: _____
	REQUESTER NOTIFIED? _____	



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