

## Banner Request Checklist

The corresponding checklist needs to be completed before the request for access is sent to Business Affairs Information Resource (Gilchrist Rm 122). Incomplete requests will not be accepted and sent back to the department via campus mail. The submission of incomplete requests will delay processing.

Is this a request for Initial Banner Access? \_\_\_\_\_

- \_\_\_\_\_ 1. User Information is Complete/Correct
- \_\_\_\_\_ 2. Information Security Agreement Signed
- \_\_\_\_\_ 3. TrainTraq Transcript Showing the following having been taken within last 6 months:
  - Information Security Awareness
  - FERPA
- \_\_\_\_\_ 4. Supervisor Signature
- \_\_\_\_\_ 5. Data Security Officer/Information Owner Signature
- \_\_\_\_\_ 6. Signed Acknowledgement of Appropriate Banner Access by Supervisor

Is this a request for additional access for an existing Banner user? \_\_\_\_\_

- \_\_\_\_\_ 1. User Information is Complete/Correct
- \_\_\_\_\_ 2. Classes Noted
- \_\_\_\_\_ 3. Supervisor Signature
- \_\_\_\_\_ 4. All classes requested signed by appropriate Data Security Officer/Information
- \_\_\_\_\_ 5. Signed Acknowledgement of Appropriate Banner Access by Supervisor

Is this a request for faculty to have additional Panthertracks "Advisor" access? \_\_\_\_\_

- \_\_\_\_\_ 1. User Information is Complete/Correct
- \_\_\_\_\_ 2. Advisor Access Noted in Comments/Noted in Appropriate Checkbox
- \_\_\_\_\_ 3. Information Security Agreement Signed
- \_\_\_\_\_ 4. TrainTraq Transcript Showing the following having been taken within last 6 months:
  - Information Security Awareness
  - FERPA
- \_\_\_\_\_ 5. Supervisor Signature
- \_\_\_\_\_ 6. Data Security Officer/Information Owner Signature
- \_\_\_\_\_ 7. Signed Acknowledgement of Appropriate Banner Access by Supervisor