

BANNER User Access Request Instructions

Below are the instructions for requesting Banner access. Failure to follow these instructions may lead to an incomplete request which will delay the processing. Incomplete requests will be sent back to the requesting supervisor. Completed requests are processed within 3-4 working days. Banner Navigation Training is held monthly. Special one-on-one training sessions will only be provided due to special circumstances.

Initial Banner INB access requests require the following documents:

Banner INB Access Request

Includes:

- Banner Security User Maintenance Form
- TrainTraq Transcript – FERPA and Information Security Awareness

1. The user's supervisor will request access through the use of the most current "Banner Security User Maintenance Form". It is the supervisor's responsibility to ensure that the user's information is complete and correct.
2. The supervisor will then work with the appropriate Information Owners (see Banner Security User Maintenance Form instructions page) to determine what classes the user will need access to fulfill their job duties. The appropriate Information Owners will sign off granting access on the "Banner Security User Maintenance Form".
3. A TrainTraq transcript showing proof that the user has had "FERPA" and "Information Security Awareness" training must be provided. (Available through TrainTraq in HR Connect.)
4. After completing Steps 1 and 2 of the request, forms and supporting documentation must be routed to the Office of Information Resource Management (Harrington Science Building, Suite 311C).
5. After processing the supervisor will be notified and asked to schedule Banner Navigation Training for the user. User will be required to present a valid university ID at training to receive their login information.
6. If disapproved, the requesting supervisor will be notified via email and phone.

Additional (or modification to) Banner INB access requests require the following documents:

Banner INB Access Request – Maintenance

Includes:

- Banner Security User Maintenance Form

1. The user's supervisor will request access through the use of the most current "Banner Security User Maintenance Form". It is the supervisor's responsibility to ensure that the user's information is complete and correct.
2. The supervisor will then work with the appropriate Information Owners (see Banner Security User Maintenance Form instructions page) to determine what additional classes the user will need access to fulfill their job duties. The appropriate Information Owners will sign off granting access on the "Banner Security User Maintenance Form".
3. Supervisor must route the form and all supporting required documentation to the Office of Information Resource Management (Harrington Science Building, Suite 311C).

4. If disapproved, the requesting supervisor will be notified via email and phone.

Panthertracks "Advisor" access requests require the following documents:

Panthertracks Advisor Access Request

Includes:

- Panthertracks Advisor Access Request
- TrainTraq Transcript – FERPA and Information Security Awareness

1. The user's supervisor will request "Advisor" access through the use of the most current "Panthertracks Advisor Access Request". (Advisor access is only initially given to tenure and tenure-track faculty members upon their employment at the university.) It is the supervisor's responsibility to ensure that the user's information is complete and correct.
2. The supervisor will then work with the Registrar, to assess if "Advisor" access is needed. The Registrar, will sign off granting access on the "Panthertracks Advisor Access Request".
3. A TrainTraq transcript showing proof that the user has had "FERPA" and "Information Security Awareness" training must be provided. (Available through TrainTraq in HR Connect.)
4. Supervisor must route the form and supporting documentation to the Office of Information Resource Management (Harrington Science Building, Suite 311C).
5. If approved and the user is a current faculty member, access will be granted immediately and the supervisor will be notified.
6. If approved and the user is a non-teaching staff, the supervisor will be notified and asked to schedule Panthertracks Navigation Training for the user.
7. If disapproved, the requesting supervisor will be notified via email and phone.