

NEW USER INFORMATION

NAME: _____ **DU ID#:** _____

EMAIL ADDRESS: _____ **PHONE:** _____

DEPARTMENT: _____

JOB TITLE: _____

IMPORTANT – Please check the following boxes to verify that the statement is true and accurate:

- I am currently employed by the University of Denver
- I have an active DU email account
- I have completed the Confidentiality Agreement found on the webCentral Employee Tab – DU Additional Online Action Items
- I understand that it is highly recommended that all new users attend Banner Navigation Training: Banner Navigation Training: <http://www.du.edu/uts/banner/training/navigation.html>

New User Signature: _____ Date: _____

New User will receive an email from ais@du.edu with Banner username and temporary password when processing has been completed.

Form Prepared By: _____ Preparer's Phone: _____ Fax: _____

APPROVING SIGNATURES

Comments:

1. Department Manager Date

2. Division Head/Budget Officer Date

3. AIS (fax: 17998) Date

After obtaining all required signatures, please submit this form to Administrative Information Services (AIS) for processing.