

NEW USER INFORMATION

NAME: _____ DU ID#: _____

EMAIL ADDRESS: _____ PHONE: _____

DEPARTMENT: _____

JOB TITLE: _____

IMPORTANT:

- All new Banner users must be currently employed by the University of Denver (see NBIJLST)
- All Banner users must have an active DU email account
- All new Banner users must complete the Confidentiality Agreement which can be found on the myWeb Employee Tab – DU Employee Additional Online Action Items
- All new Banner users must attend Banner Navigation Training or complete the waiver form:
Banner Navigation Training: <http://www.du.edu/uts/banner/training/navigation.html>
Waiver: <http://www.du.edu/uts/banner/training/tw.htm>.

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 along with the signed Confidentiality Statement to Administrative Information Services (AIS) for processing.