

USER INFORMATION

NAME: _____ DU ID#: _____ PHONE: _____

EMAIL ADDRESS: _____ USERNAME: _____

DEPARTMENT: _____ JOB TITLE: _____

Please answer the questions below:

1. Do you need to view?
 - Names, Addresses, Phone #s, Email
 - Recruit Admissions Admissions Decisions
 - Admissions Reports College Code _____ Level _____
2. Do you need to update?
 - Recruit Admissions Admissions Decisions Admission Rating
3. Do you need to be set up for?
 - MailMerge College Code _____ Level _____
 - Recruit/Admissions Reporting Views College Code _____ Level _____
 - NOLIJ
 - View Imaging Update Imaging

Please explain your role in the admissions process and why you need the access:

NOTE: If you need to update Names, Addresses, Phone #'s or Email, please complete the [Banner Access Request for Student](#)

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

APPROVING SIGNATURES

Comments:

Appropriate Security Classes:

1. User Requesting Access	Date
2. Department Manager	Date
3. Division Head/Budget Officer	Date
4. Banner Admissions Signatory <i>UG: Bryan Axtman (fax: 13301)</i> <i>GR: Wendy Bolyard (fax: 14942)</i>	Date
5. AIS (fax: 17998)	Date

After obtaining all required signatures, please submit this form to Administrative Information Services (AIS) for processing. You will receive an email from ais@du.edu when your request has been completed.