UNIVERSITY OF DENVER
1864

# *STUDENT MODULE*
# *BANNER ACCESS REQUEST*

***Rev: 100511***

## 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 ☐ General Student Program Information

☐ Current Registration ☐ Academic History

2. Do you need to update?

☐ Names, Addresses, Phone #s, Email ☐ Generate New IDs

☐ High Security Biographical Updates (SSN)

NOTE: Access to Generate New IDs, Update Names, Addresses, Phone #s and Email will be granted only upon completion of General Person Update / Data Standards training.

☐ Registration Overrides ☐ Holds

☐ Advisors ☐ Experiential Learning

☐ Assistantships/Fellowships/Internships ☐ Registration

3. Do you need to be set up for?

☐ View Imaging ☐ Update Imaging

☐ Banner Student Reports ☐ Student Reporting Views

Web Self-Service for : ☐ Faculty ☐ Advisor

Additional information:

_____

_____

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

## APPROVING SIGNATURES

Comments:

Reporting Views – College Code _____ Level _____
Business Profiles – Code(s)_____

Appropriate Security Classes:

1. Department Manager Date

2. Division Head/Budget Officer Date

3. Banner Student Signatory Date
*Wenguo Edmans, Office of the Registrar (fax: 14300)*

4. AIS *(fax: 17998)* Date

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