



NEW USER INFORMATION

DEPARTMENT: _____

EMPLOYEE POSITION IS: NON-BENEFITED BENEFITED

NAME: _____ DU ID#: _____

EMAIL ADDRESS: _____ PHONE: _____

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 PioneerWeb 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. Enterprise Services (fax: 17998) Date
Or you mail email to eas@du.edu

After obtaining all required signatures, please submit this form to UTS – Enterprise Application Services (EAS) for processing.