



USER INFORMATION

DEPARTMENT: EMPLOYEE POSITION IS: NON-BENEFITED BENEFITED

NAME: DU ID#: PHONE:

EMAIL ADDRESS: USERNAME:

JOB TITLE:

Please answer the questions below:

1. Do you need to view Admissions information? Banner Admissions webXtender Admissions Reports College Code Level

2. Do you need to update? Banner Admissions webXtender Admissions Rating Document Manager (WWPDNFL Process) Names, Addresses, Phone, Email Generate New IDs

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.

3. Do you need to be set up for? MailMerge Recruit/Admissions Reporting Views iDataTransfer College Code Level College Code Level College

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

Blank lines for explaining role and access needs.

Form Prepared By: Preparer's Phone: Fax:

APPROVING SIGNATURES

Comments:

Appropriate Security Classes:

Table with 5 rows for signatures and dates. Row 1: User Requesting Access, Date. Row 2: Department Manager, Date. Row 3: Division Head/Budget Officer, Date. Row 4: Banner Admissions Signatory, Date. Row 5: EAS (fax: 17998), Date. Includes contact info for UG and GR.

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