



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 Banner forms?
2. Do you need to view images in Banner Document Management Suite?
3. Do you need to update images in Banner Document Management Suite?
4. Do you need to update Banner forms?
5. Do you need report access?
6. Do you need to view Cognos Reports?

Additional information:

NOTE: Access to update Names, Addresses, Phone #s and Email will be granted only upon completion of Demographics training.

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

APPROVING SIGNATURES

Appropriate Security Classes and Comments:

1. Department Manager Date
2. Division Head/Budget Officer Date
3. Banner Advancement Signatory Date
4. UTS - EAS (fax: 17998) Date