



UNIVERSITY of  
DENVER

## ADDITIONAL / MISCELLANEOUS BANNER ACCESS REQUEST

Rev: 063017

### 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 reset passcodes?  
☐ Yes  
☐ No
2. Do you need to view/update Event Management?  
☐ View  
☐ Update
3. Do you need to view Cognos Reports?  
Please indicate which reports you need to view in the "Additional Information" section below.  
☐ Yes ☐ No

Additional information:

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Form Prepared By: \_\_\_\_\_ Preparer's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### APPROVING SIGNATURES

Comments:

Appropriate Security Classes:

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1. Department Manager	Date	2. Division Head/Budget Officer	Date
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3. Banner General Signatory	Date	4. IT Enterprise Application Services	Date
Wenguo Edmans, Office of the Registrar (fax: 14300)		(fax: 17998) or email to <a href="mailto:eas@du.edu">eas@du.edu</a>	

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