



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 Information Technology – Enterprise Application Services (EAS) for processing.