



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?
 - Biographical Information Giving
 - Designations Prospect Management

2. Do you need to view images in Banner Document Management Suite?
 - Giving Prospect Management All Images

3. Do you need to update images in Banner Document Management Suite?
 - Giving Prospect Management All Images

4. Do you need to update Banner forms?
 - Biographical Information (*See note below) High Security Biographical Updates (SSN)
 - Giving Prospect Management Designations

5. Do you need report access?
 - Banner Self Service Financial Reports Advancement Reporting Views

6. Do you need to view Cognos Reports?
 - Departmental University Advancement Internal

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 _____
Lisa Redfield, University Advancement
(email: lisa.redfield@du.edu)
4. IT – EAS (fax: 17998) _____ Date _____
Or you may email: eas@du.edu