



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 College Code Level
Recruit/Admissions Reporting Views College Code Level
iDataTransfer College

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

Blank lines for role explanation

Form Prepared By: Preparer's Phone: Fax:

APPROVING SIGNATURES

Comments:

Appropriate Security Classes:

1. User Requesting Access Date
2. Department Manager Date
3. Division Head/Budget Officer Date
4. Banner Admissions Signatory Date
5. EAS (fax: 17998) Date
UG: Bryan Axtman (fax: 13301) Or you may email: eas@du.edu
GR: Matt Pickler (email: gradinfo@du.edu)

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