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BANNER SYSTEM ACCESS REQUEST
Instructions

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The Banner System Access Request form is to be completed for all Banner access changes, including requests for new user accounts, changes to access under existing accounts, and account deletions.

When a user changes departments, the account associated with the old department must be deleted and an account associated with the new department requested. The account deletion and new account requests may be submitted on the same form.

For **new accounts and changes** to existing accounts, portions of the form must be completed by each of the following: the individual who is requesting access to Banner systems, the user's supervisor and department head (or designated representative), the Banner liaison for the department, the owner(s) of the requested profiles, and the Banner Security Administrator. For lists of Banner liaisons and profile owners, go to https://go.gwu.edu/banprofown.

For **account deletions**, the supervisor, department head, and Banner liaison should complete employee information, then sign and forward to Banner Security at sysuid@gwu.edu. If the employee had a personnel profile, also forward to hris@gwu.edu.

If you have questions or require assistance while completing the form, please call the Banner security office at 202-994-0567.

INSTRUCTIONS FOR USER REQUESTING ACCESS

1. Enter your name on all required pages of the access request form.

2. Enter the date of your access request, the name of your department and/or school, your full campus office address (including street address, building name, and room/suite/floor number), your phone number, your GWID, your net ID, your GWMail address (i.e., username@gwu.edu), and your working job title.
    You must have a GW e-mail account in order to obtain Banner access. Communications from your department Banner liaison and the Banner Security Administrator about your request will be sent to this email account. If you do not have a GW e-mail account, visit the Virtual Help Desk at http://it.gwu.edu and click on Account Center to sign up for one.

3. Read carefully the confidentiality statement. If you understand and agree to everything in the statement, sign and date the form on the Applicants Signature line.

4. After completing the steps above, give the form to your supervisor.

INSTRUCTIONS FOR SUPERVISOR OF USER REQUESTING ACCESS

1. Check the type of request.
    *   **Add New Account** - user requesting access does not have an existing Banner ID associated with your department

    *   **Delete Account** - user has a Banner ID associated with a different department, or the access to be deleted due to job role/responsibilities changes or termination

    *   **Change Existing Account** - user has an existing Banner ID associated with your department and the request is for a change in access,

2. Department/Job Roles/Responsibilities-complete the profile page/pages appropriate for profiles requested,
    *   **Student Data Profile** (Access to Student Data)
    *   **Personnel Data Profile** (Access to Personnel/Payroll Data)

3. Briefly describe the user's job roles/responsibilities that require Banner access.

4. If the user must be able to add and/or modify person or organization records in Banner, check the box under **Identification Form Modify Access Required.**

5. After completing the steps above, give the form to the user's department head or the person designated by the department head to process access requests. If you are the department head in addition to being the user's supervisor, complete the Instructions for User's Department Head below.

INSTRUCTIONS FOR USER'S DEPARTMENT HEAD OR DESIGNATED REPRESENTATIVE

1. Review the information completed by the user and supervisor.

2. Enter your name, GW-email address, and work/office phone number. Sign and date the form.

3. Forward the form to your department's Banner liaison. For a list of liaisons, visit the Banner web site at https://go.gwu.edu/banprofown.

INSTRUCTIONS FOR DEPARTMENTAL BANNER LIAISON

1. Based on the user's department and job functions, determine the appropriate profiles for this user (consult with profile owners if necessary). A list of profile owners is available at https://go.gwu.edu/banprofown). For each profile, enter the profile name, profile owner's name, department, GW e-mail address, and phone number where requested.

2. Enter your name, GW e-mail address, and work/office phone number. Sign and date the form.

3. Enter the requested effective date for access.

4. If there are any special instructions related to this request, please describe them in the **Notes/Special Instructions** section.

5. Profile Owner Processing
   a. **Student Data Requests** - forward the form to the first profile owner. The profile owners will route and send to banner security when all approvals are obtained.
   b. **Employee Data Requests -** e-mail to hris@gwu.edu or fax to (703) 726-3711

INSTRUCTIONS FOR PROFILE OWNERS

1. Approve or deny access to the requested profile(s) by checking the appropriate checkbox, sign and date the section.

2. Forward the form to the next profile owner on the list. If all profiles have been approved, forward the form to the Banner Security Administrator at sysuid@gwu.edu.

If you have questions or require assistance while completing the form, please call the Banner security office at 202-994-0567.

<table>
<tr><td colspan="4" align="center">The George Washington University
BANNER SYSTEM ACCESS REQUEST
Information Systems and Services, Administrative Applications</td></tr>
</table>

User's Last Name	First Name	Middle Name	Date of Request

Department / School	Address / Building / Room

Phone Number	GWID	Net ID	Email

Working Title

<table>
<tr><td align="center">CONFIDENTIALITY STATEMENT – READ CAREFULLY AND SIGN</td></tr>
</table>

By signing this application, I agree that I will not, outside of the performance of my duties, access, print, copy or disclose to any party (GW employee, GW student or anyone else) proprietary, confidential, and/or protected information, including proprietary licensed software residing on GW computer systems. I also agree not to disclose to any party (GW employee, GW student, or anyone else) my access codes and/or passwords. I agree to treat as confidential all information to which I have been granted access.

I further agree to keep confidential any and all data or information, whether in electronic or printed format, and to comply with the GW Information Technology Security Policy in accordance with the policies and procedures of The George Washington University, and any District, State, or Federal laws. This includes the confidentiality of information concerning GW's students, employees, vendors, and donors, as well as the University's proprietary information. This latter is addressed in the policy statement Code of Conduct for Users of Computing Systems and Services, Section 5, which can be found on the ISS Helpdesk website at http://helpdesk.gwu.edu. The confidentiality of student records is defined in the provisions of The Family Educational Rights and Privacy Act, as amended (20 U.S.C. 1232(G)), and with the regulations issued there under by the U.S. Department of Education.

I understand that if I fail to abide by these conditions, my access to any and all GW computer systems may be terminated and that disciplinary action, including possible termination of employment, may be instituted against me.

Applicant's Signature: Date:

Check Type of Request		Add org code(s)	Banner ID (if change or delete):
		Replace org code(s)	
	Add New Banner Account	Add profile(s)	
	Delete Access For ID	Replace profile(s)	

Name of Department Head or Designated Representative (please print):	Email:	
Signature:	Date:	Phone Number:
Name of Banner Liaison (please print):	Email:	
Signature:	Date:	Phone Number:

Administrative Applications Use Only	User ID:
	Effective Date:

<table>
<tr><td colspan="5" align="center">The George Washington University
Banner System Access Request
STUDENT PROFILES
(Access to Student Data)</td></tr>
</table>

User's Last Name	First Name	Middle Name

Briefly describe user's job functions requiring Banner access

Identification Form Modify Access Required

This user must have access to add and/or modify person or organization records (names, ID's, etc.) in order to perform his/her job functions

Banner access is granted in "profiles" defined for various departmental or office job functions. You may request access ONLY to those profiles that a user needs to fulfill the requirements of his/her job. Access to requested profiles is not guaranteed. All requests are subject to the approval of designated profile owners. If additional profiles are needed, attach a second copy of this page.

	Profile Name	Owner Department	Phone	Email
1	Owner Name (please print)	Access Granted (please sign and date)	Access Denied (please sign and date)	
	Profile Name	Owner Department	Phone	Email
2	Owner Name (please print)	Access Granted (please sign and date)	Access Denied (please sign and date)	
	Profile Name	Owner Department	Phone	Email
3	Owner Name (please print)	Access Granted (please sign and date)	Access Denied (please sign and date)	
	Profile Name	Owner Department	Phone	Email
4	Owner Name (please print)	Access Granted (please sign and date)	Access Denied (please sign and date)	
	Profile Name	Owner Department	Phone	Email
5	Owner Name (please print)	Access Granted (please sign and date)	Access Denied (please sign and date)	
	Profile Name	Owner Department	Phone	Email
6	Owner Name (please print)	Access Granted (please sign and date)	Access Denied (please sign and date)	

Notes / Special Instructions

<table>
<tr><td colspan="3" align="center">The George Washington University
Banner System Access Request
EMPLOYEE (HR) PROFILES
(Access to Personnel/Payroll Data)</td></tr>
<tr><td>User's Last Name</td><td>First Name</td><td>Middle Name</td></tr>
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Briefly describe user's job functions requiring Banner access

Identification Form Modify Access Required
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Department HR Profiles		
Profile Name:	Access Granted (please sign and date)	Access Denied (please sign and date)

CIS Workflows		
Profile Name:	Access Granted (please sign and date)	Access Denied (please sign and date)
Profile Name:	Access Granted (please sign and date)	Access Denied (please sign and date)
Profile Name:	Access Granted (please sign and date)	Access Denied (please sign and date)

EPAF Approvals			
Profile Name:	Initiator Approver	Access Granted (please sign and date)	Access Denied (please sign and date)
Profile Name:	Initiator Approver	Access Granted (please sign and date)	Access Denied (please sign and date)

Check the employee groups for which the user will be processing transactions (required)			
Faculty	Staff	Students	Research Professionals

List Banner Organization Code(s) (Departments) for which the user will be processing transactions (required)					