

Student Information Security Application: Banner Access Request Form

Please provide Banner access to the following individual:

_____ Name (last, first)	_____ UIN	_____ NetID	_____ Ofc Phone
_____ Job Title	_____ Dept	_____ Employment Status (Employee, Extra help, etc.)	
_____ Supervisor's name	_____ Employment End Date, if known		

Reason for Request:

ACCESS REQUESTED

Descriptions and additional information on desired data can be found online at education.illinois.edu/saao/documents/Banner_Eddie_ViewDirect_profiles.xls

Academic History

- Academic History Query
- Academic Standing Maintenance EOT

Admissions – Graduate

- Admissions Query
- Basic Admissions Query

Basic Student Information

- Basic Student Query

General Learner and Registration

- Assign Adviser to Student
- Designate Adviser
- General Learner and Registration Query
- Hold Maintenance
- Registration Permission Override Maintenance, Dept(s):
 - CI
 - EPOL
 - EPSY
 - SPED

General Person

- General Person Query

Grade Change

- Online Grade Changes

Recruiting and Admissions

- Prospect Query

Schedule

- Schedule Query
- Schedule Maintenance (UIUC), Dept(s):
 - CI
 - EPOL
 - EPSY
 - SPED
- Faculty Assignment

Student Access

- General Person Query – Finance User
- Registration Query – HR User

DARS

- DARS Access (UIUC DARS/DARwin), complete the form at registrar.illinois.edu/staff/security/index.html

Screen Name

- Banner Screen instead of a profile. Please list the screen(s):

- Yes. I have signed an Information Security Compliance Form (<http://education.illinois.edu/sites/default/files/saao/documents/info-security-compliance.pdf>)
- Yes. I have completed FERPA training. If you have not completed FERPA training, please visit the website at http://www.registrar.illinois.edu/staff/ferpa_tutorial and print the certificate at the end of the online tutorial as verification of completion. The FERPA certificate will be attached and submitted with this completed request form.

Account Owner's Signature Date Unit Head or Designee Signature Date

COLLEGE OF EDUCATION AUTHORIZATION USAGE ONLY

Approval Date Completed Date