



STUDENT MODULE BANNER ACCESS REQUEST

Rev: 063017

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?
- Names, Addresses, Phone #s, Email General Student Program Information
- Current Registration Academic History Banner Student Reports

2. Do you need to update?
- Names, Addresses, Phone, Email Generate New IDs High Security Updates (SSN)

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.

- Registration Overrides Holds Advisors Experiential Learning
- Assistantships/Fellowships/Internships Registration

3. Do you need to be set up for?
- View Imaging Update Imaging Student Reporting Views
- View Departmental Cognos Reports View Registrar Internal Cognos Reports
- Web Self-Service for : Faculty Advisor

Federal regulation requires us to collect why access to student records is granted (legitimate educational interest). Please describe the du du