RECRUIT / ADMISSIONS MODULE
BANNER ACCESS REQUEST

Rev: 083122

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:

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