BANNER ACCOUNT CREATION/ MODIFICATION FORM
ITSS, Saint Mary's University

User Information

First Name:	**Office Phone Ext. #:**
Last Name:	**Secretary Phone Ext.#:**
Job Title:	**Department:**
Building & Room #:	

Fill In If Available

Banner#: A__ __ __ __ __ __ __ __	**"s"#: s__ __ __ __ __ __ __**
Confirmed (ITSS signature)	Confirmed (ITSS signature)

Banner Databases	**INB Security Classes**	**Database Roles** (Crystal Reports)
☐ NLIVE ☐ NPPRD ☐ NTEST Other:_____	**General Security Classes** ☐ SMU_GENERAL_NAVIGATION_C ☐ SMU_GENERAL_JOBSUB_RUN_C ☐ SMU_GENERAL_LETGEN_RUN_C ☐ SMU_GENERAL_POPSEL_RUN_C Other: _____	**Custodian Dept Database Roles (list)** _____ _____ _____
	Custodian Dept Security Classes (list) _____ _____ _____	**SSB User Roles (list)** _____ _____ _____

Authorization

Custodian Department Security Classes, Database Roles, and SSB User Roles must be authorized by the corresponding department authority.

_____ **X**_____ _____
(Print) Applicant's Name   Applicant's Signature   Date

_____ _____ **X**_____ _____
Authorizing Dept.   (Print) Authorizing Name   Authorizing Signature   Date

Office Use Only

Account Created	Username	Password	Creator	Date

Pickup Signature: _____ **Date:** _____ **Helpdesk Initials:** _____