

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)
<input type="checkbox"/> NLIVE <input type="checkbox"/> NPPRD <input type="checkbox"/> NTEST Other: _____	General Security Classes <input type="checkbox"/> SMU_GENERAL_NAVIGATION_C <input type="checkbox"/> SMU_GENERAL_JOBSUB_RUN_C <input type="checkbox"/> SMU_GENERAL_LETGEN_RUN_C <input type="checkbox"/> 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.		Authorizing Signature
(Print) Authorizing Name		Date

Office Use Only

Account Created	Username	Password	Creator	Date

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