

Lander University Banner Access Authorization Request

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Version 12.11, March 2021

1. Banner User Identification

(This section to be completed by person requesting access)

- a. ☐ New Account
☐ Change to Existing Account

(existing account user name)

Lander ID: _____

Last Name: _____

First Name: _____ M.I. _____

Phone: _____

LU E-mail: _____

- b. Signature and date are needed to process this request. Please read the statements below then sign and date.

I have read and agree to abide by the terms set forth in the *Lander University Privacy and Security Plan* found at: Click [here](https://www.lander.edu/sites/lander/files/Documents/Academics/Resources/ITS/IT_Policies/Information%20Privacy%20and%20Security%20Plan%2028LP7.2%29%20REVISION.pdf) or navigate to https://www.lander.edu/sites/lander/files/Documents/Academics/Resources/ITS/IT_Policies/Information%20Privacy%20and%20Security%20Plan%2028LP7.2%29%20REVISION.pdf

I understand that the information I will be using is **confidential** and is safeguarded by both Federal and State law. I further understand that any willful misuse of this information may result in disciplinary action.

Banner User: _____ Date ____/____/____
(signature)

2. Required Banner User Training

(to be completed by the user)

- a. Have you completed the **Getting Started with Banner 9** video?

<http://legolas.lander.edu:9090/Banner9Documents/bgen-B9-quick-tour.mp4>

☐ Yes Date ____/____/____

☐ No

3. Banner Access Authorization (to be completed by supervisor or dept. head)

DATABASE INSTANCE ☐ PROD ☐ PPRD ☐ TEST ☐ _____ (other)

a. Department: _____ Employee Position: _____ Phone _____ E-Mail _____

b. Supervisor: _____ Date ____/____/____
(print) (signature)

4. Banner Security Assignments (Cont. on page 2)

Supervisor/Data Custodian will check the appropriate security classes the employee will need to perform their duties. Data Custodian must sign and date to approve. Once form is completed and all signatures have been made send form to Rick Lindley in Information Technology Services for account creation

Accounts Receivable

- | | |
|---|--|
| ☐ BAN_ARSYS_C | Full access to all AR Forms and Processes |
| ☐ BAN_LUADAR_QRY_C | Access to AR for Admissions |
| ☐ BAN_LUAR_UPD_C | Access to Run Lander Developed Processes |
| ☐ BAN_LUARSTUDNTWRKR_QRY_C | Access for AR Student Workers |
| ☐ BAN_LUFAAR_QRY_C | Access to AR for Financial Aid Office |
| ☐ BAN_LUFAAR_UPD_C | Access to AR for Financial Aid Office |
| ☐ BAN_LUHLTHAR_UPD_C | Access to AR for Health Services |
| ☐ BAN_LUHSGAR_QRY_C | Access to AR for Housing Office |
| ☐ BAN_LUHSGAR_UPD_C | Access to AR for Housing Office |
| ☐ BAN_LUHSGARSTUWK_C | Access for Housing Office Student Worker |
| ☐ BAN_LULUPDAR_QRY_C | Access for University Police to Accounts Rec |
| ☐ BAN_LUREGAR_C | Access to AR for Registrar Staff |

Alumni

- | | |
|---|---|
| ☐ BAN_LUALUMNI_C | Full access to all Alumni Forms and Processes |
| ☐ BAN_LUALUMNI_VIEW_ONLY_C | View Only Access to all Banner Alumni forms |
| ☐ BAN_LUALUCONT_QRY_C | Query Only Access for Contract Worker |
| ☐ BAN_LUALUMNI_GIV_C | Limited View Only Access for Giving Information |
| ☐ BAN_LUALUMNI_UPD_C | Access to Run Lander Developed Processes |
| ☐ BAN_LUALUSTUWRK_C | Limited access for Student Workers |
| ☐ BAN_LUFAALU_QRY_C | Limited access to Alumni for Financial Aid Office |

Protected PII Access

APAIDEN

- | | |
|---|--|
| ☐ BAN_LUAPAIDEN_QRY_C | View Only Access to APAIDEN |
| ☐ BAN_LUAPAIDEN_UPD_C | Update access to APAIDEN |
| ☐ BAN_LUAPAIDEN_HIDE_QRY_C | View access to APAIDEN PII Not Visible |

APACHLD

- | | |
|---|-------------------------------------|
| ☐ BAN_LUAPACHLD_QRY_C | View Access to APACHLD |
| ☐ BAN_LUAPACHLD_UPD_C | Update Access to APACHLD |
| ☐ BAN_LUAPACHLD_NVSB_QRY_C | Access to APACHLD - PII Not Visible |

APACRVW

- | | |
|--|--------------------------|
| ☐ BAN_LUAPACRVW_UPD_C | Update Access to APACRVW |
| ☐ BAN_LUAPACRVW_QRY_C | View Access to APACRVW |

APASBIO (This is a View Only Form)

- | | |
|---|---|
| ☐ BAN_LUAPASBIO_QRY_C | View access to APASBIO |
| ☐ BAN_LUAPASBIO_NVSB_QRY_C | View access to APASBIO- PII Not Visible |

Data Custodian Signature (Director of Student Accounts)

Date Approved

Data Custodian Signature (Vice President University Advancement)

Date Approved

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4. Banner Security Assignments (Cont. from Page 1)

Supervisor/Data Custodian will check the appropriate Security Classes the employee will need to perform their Banner duties. Data Custodian must sign and date to approve. Once form is completed and all signatures have been made send form to Rick Lindley in Information Technology Services for account creation

Academic Success Center

- | | |
|---|---|
| ☐ BAN_LUASC_UPD_C | Update Access for ASC Administrators |
| ☐ BAN_LUASCADMIN_UPD_C | Update Access for Academic Administrators |
| ☐ BAN_LUASCPEERTUTOR_C | Writing Center Access to ASC forms |
| ☐ BAN_LUASCSTUWRK_C | Access for ASC student workers |
| ☐ BAN_LUASCHLTH_C | Access for Health Services to ASC Pages |

Data Custodian Signature (Director Academic Success Center)

Date Approved

Finance

- | | |
|--|--|
| ☐ BAN_LUFINANCE_MAIN_C | Access to Banner Finance Forms and Processes |
| ☐ BAN_LUFINANCE_SECR_C | Update access to Banner Finance Security Forms |
| ☐ BAN_LUFINANCE_FY_C | Access to Fiscal Year Closing Forms/Processes |
| ☐ BAN_LUFINANCE_CCBNK_C | Access to Credit Card and Bank Forms |
| ☐ BAN_LUFIN_GOICCAU_C | Access to Payment Transaction Inquiry Form |
| ☐ BAN_LUFINANCE_QRY_C | Access to Locally Developed Processes |
| ☐ BAN_LUFINDEFCOMP_C | Finance Staff Deferred Comp. Reporting |
| ☐ BAN_LUFINPCARD_FIN_C | Access to Purchasing Card Processing for Fin. |
| ☐ BAN_LUFINPCARD_PROC_C | Access to Purchasing Card Processing for Proc. |
| ☐ BAN_LUFINANCE_UPD_C | Access to Run FUPLOAD Process |
| ☐ BAN_LUFINRECON_C | Finance AP Check Reconciliation |
| ☐ BAN_LUFINTCARD_FIN_C | Travel Card Processing |
| ☐ BAN_LUAUDITOR_QRY_C | Access for Auditors |
| ☐ BAN_LUALUFIN_C | Access for Alumni Staff |
| ☐ BAN_LUALUFIN_CC_C | Access to Credit Card Forms for Alumni Staff |
| ☐ BAN_LUALUFINSTUWRK_C | Access for Alumni Student Workers |
| ☐ BAN_LUPOSFIN_QRY_C | Access for Human Resources |
| ☐ BAN_LUGODDTP_C | Access to Spreadsheet Budgeting |
| ☐ BAN_LURAIERSEDGE_C | Raiser's Edge Interface |

Protected PII Access

FOAIDEN

- | | |
|---|---|
| ☐ BAN_LUFOAIDEN_HIDE_QRY_C | Access to FOAIDEN – Bio.Tab Hidden |
| ☐ BAN_LUFOAIDEN_HIDE_UPD_C | Update Access to FOAIDEN – Bio.Tab Hidden |
| ☐ BAN_LUFOAIDEN_QRY_C | View Access to FOAIDEN |
| ☐ BAN_LUFOAIDEN_UPD_C | Update Access FOAIDEN |
| ☐ BAN_LUFTMVEND_QRY_C | View Access to FTMVEND |
| ☐ BAN_LUFTMVEND_UPD_C | Update Access to FTMVEND |

Data Custodian Signature (Controller)

Date Approved

Financial Aid

- | | |
|---|--|
| ☐ BAN_LUFINAID_C | Full Access to All Financial Aid Forms and Processes |
| ☐ BAN_LUFINAID_PURGE_C | Access to Run Financial Aid Purge Processes |
| ☐ BAN_LUFINAID_UPD_C | Access to Locally Develop Processes and Forms |
| ☐ BAN_LUASCFA_C | Access for Academic Success Center Staff |
| ☐ BAN_LUADFA_QRY_C | Access for Admissions Staff |
| ☐ BAN_LUADFA2_QRY_C | Access for Admissions Staff |
| ☐ BAN_LUALUFA_QRY_C | Access for Alumni Staff |
| ☐ BAN_LUALUFA2_QRY_C | Access for Alumni Staff |
| ☐ BAN_LUALUFA_BB_C | Access for Alumni Staff to Run Extract for Blackbaud |
| ☐ BAN_LUBUFA_QRY_C | Access for Business Office |
| ☐ BAN_LUBUFA2_UPD_C | Access for Business Office |
| ☐ BAN_LUCAREERFA_C | Access for Career Services |
| ☐ BAN_LUHSGFA_QRY_C | Access for Housing Staff |
| ☐ BAN_LUHSGFASTUWK_C | Access for Housing Student Workers |
| ☐ BAN_LUREGFA_UPD_C | Access for Registrar's Office |
| ☐ BAN_LUSSSFA_QRY_C | Access for Student Support Services |

Protected PII Access

- | | |
|--|-------------------------------------|
| ☐ BAN_LUADFA_PII_C | Access to RNANaxx for Admissions |
| ☐ BAN_LUSSSFA_PII_C | Access for Student Support Services |

Data Custodian Signature (Director of Financial Aid)

Date Approved

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4. Banner Security Assignments (Cont. from Page 2)

Supervisor/Data Custodian will check the appropriate Security Classes the employee will need to perform their Banner duties. Data Custodian must sign and date to approve.
Once form is completed and all signatures have been made send form to Rick Lindley in Information Technology Services for account creation

General	Health Services
☐ BAN_LU_GENERAL_USR_C ☐ BAN_LU_GENERAL_ITS_C ☐ BAN_LUCONNECT_UPD_C ☐ BAN_LUCHANNELS_C ☐ BAN_LUDIRECTORY_C ☐ BAN_LUPBCOMMONDOMAINS_C ☐ BAN_LUSLEEPWAKE_UPD_C ☐ BAN_LUPOSEL_UPD_C ☐ BAN_LUSURVEY_UPD_C ☐ BAN_LUADMGEN_C ☐ BAN_LUFAGEN_UPD_C ☐ BAN_LUFINGEN_UPD_C ☐ BAN_LUGEN_INSRESEARCH_C ☐ BAN_LUSTUGEN_UPD_C ☐ BAN_LUGOAEAL_C ☐ BAN_LUGOATPAC_C ☐ BAN_LUGOATPAD_C ☐ BAN_LUGTVSDAX_UPD_C ☐ BAN_LUGZRLSID_C ☐ BAN_LUBRIM_C ☐ BAN_LUGAC_UPD_C ☐ BAN_LUPREFNAME_C Access to General Forms and Processes Access to General Forms and Process for ITS Basic Access to Connect and Job Submission Portal Channel Access Update Department/Building Codes – PageBuilder Access to Common Page Builder Domains Access to SleepWake Processing Access for PoSel Forms and Processes Update Access to Survey Maintenance forms Additional Access for Admissions Additional Access for Financail Aid Additional Access for Finance Update access for Institutional Research Additional Access for Registrar's Office View Access to GOAEMAL Access for GOATPAC Access for GOATPAD Update Access for GTVSDAX Access to GZRLSID Access to BRIM Processes Access to Fine Grained Access Control Access to Update Preferred Name – PageBuilder Protected PII Access GUIALTI ☐ BAN_LUGUIALTI_QRY_C Access to GUIALTI ☐ BAN_LUGUIALTI_MSK_QRY_C Access to GUIALTI (Last 4 of SSN Masked) GUITINH ☐ BAN_LUGUITINHI_QRY_C Access to GUITINH GOAINTL ☐ BAN_LUGOAINTL_QRY_C View Only Access to GOAINTL ☐ BAN_LUGOAINTL_UPD_C Update Access to GOAINTL <i>Data Custodian Signature (Banner Administrator ITS)</i> / / / <i>Date Approved</i>	Health Services ☐ BAN_LUCNSLSVS_UPD_C ☐ BAN_LUHLTHSVS_UPD_C ☐ BAN_LUHLTHSVSDIR_C ☐ BAN_LUHLTHSVSSTAFF_C Update Access Counseling Services Forms Access for Health Services Access for Health Services Director Access for Health Services Staff Instructional Services ☐ BAN_LUINSHLTH_UPD_C Access for Instructional Services ☐ BAN_LUINSHLTHSVS_C Access for Instructional Services <i>Data Custodian Signature (Director of Student Health Services)</i> / / / <i>Date Approved</i>
Human Resources	University Police
Human Resources ☐ BAN_LUPAYROLL_C ☐ BAN_LUAAPAY_C ☐ BAN_LUBUPAY_C ☐ BAN_LUBCUPA_C ☐ BAN_LUFAPAY_QRY_C ☐ BAN_LUFINPAY_UPD_C ☐ BAN_LUHRSTUWK_UPD_C ☐ BAN_LUPAYRECON_C ☐ BAN_LUPAYRECON2_C ☐ BAN_LUPAYROLL_RESTRICTED_C ☐ BAN_LUTAXNAV_C Position Control ☐ BAN_POSNCTL_C ☐ BAN_LUPOSITION_QRY_C ☐ BAN_LUFINPOSBUD_C Employee Training ☐ BAN_LUITSTRAIN_C Full Access to Human Resources Forms and Processes Access for Academic Affairs Staff Access for Finance Staff to Run Locally Developed Proc. Data Extract for CUPA reporting Access for Financial Aid Staff Access for Finance Staff Access for HR Student Workers Finance Access to Payroll Reconciliation Finance Access to Payroll Reconciliation (Limited) Access to Run Direct Deposit Process Access to Run International Tax Navigator Processes Full Access to Position Control Forms and Processes Access to Run Locally Developed Processes Access to Finance Staff for Position Budgeting Access to ITS for Security Training Processes <i>Data Custodian Signature (Director of Human Resources)</i> / / / <i>Date Approved</i>	☐ BAN_LUPDADMIN_UPD_C ☐ BAN_LUPDOFFICER_QRY_C ☐ BAN_LUPDOFFICER_UPD_C ☐ BAN_LUPDPARK_QRY_C ☐ BAN_LUPDSTUWORK_C Full Access to Univ. Police Forms/Processes Access for Officers Update Access for Some Officers-SZAPMTA Access to Parking Permit Information Access for LUPD Student Workers <i>Data Custodian Signature (Chief of Police)</i> / / / <i>Date Approved</i>

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4. Banner Security Assignments (Cont. from Page 3)

Supervisor/Data Custodian will check the appropriate Security Classes the employee will need to perform their Banner duties. Data Custodian must sign and date to approve. Once form is completed and all signatures have been made send form to Rick Lindley in Information Technology Services for account creation

Student

Registrars Office

☐ BAN_LUSTUDENT_C	Full Access to All Student Forms and Processes
☐ BAN_LUAFEXTRACT_REG_C	Armed Forces Extract – Registrar's Office
☐ BAN_LURGSTUWK_UPD_C	Access for Registrar's Office Student Workers
☐ BAN_LURGSTUWK2_UPD_C	Access for Registrar's Office Student Workers
☐ BAN_LUSTUDENT_REG_C	Processes Restricted to Registrar's Staff Only
☐ BAN_LUSTUDENT_QRY_C	Lander Developed Processes for Student Module
☐ BAN_LUSTUDENT_UPD_C	Lander Developed Processes for Student Module
☐ BAN_LUTRANSFER_C	Special Update Access to Transfer Articulation
☐ BAN_LUWAITLIST_UPD_C	Access to Run Waitlisting

Academic

☐ BAN_LUAADMINMISC_C	Access for Academic Administrators
☐ BAN_LUADVCHDN_UPD_C	Access for Dept. Chairs, Deans, Admin. Assistants
☐ BAN_LUADVDEAN_UPD_C	Access for Deans ad Admin. Assistants
☐ BAN_LUADVVISOR_UPD_C	Access for Advisors
☐ BAN_LUADVVISOR_FACULTY_C	Access for Advisors and Faculty
☐ BAN_LUADV_SFAREGS_UPD_C	Update Access to SFAREGS
☐ BAN_LUDEAN_UPD_C	Access for Deans
☐ BAN_LUSHADEGR_C	Access to SHADEGR Form

Accounts Receivable

☐ BAN_LUSACCTS_C	Access for Student Accounts
☐ BAN_LUSACCTS2_C	Access for Student Accounts
☐ BAN_LUARSTUWK_UPD_C	Access for Student Accounts Student Workers

Admissions

☐ BAN_LUADM1_C	Access for Admissions
☐ BAN_LUADM2_C	Access for Admissions
☐ BAN_LUADM3_C	Access for Admissions
☐ BAN_LUADM4_C	Access for Admissions
☐ BAN_LUADM5_C	Access for Admissions
☐ BAN_LUADM6_C	Access for Admissions
☐ BAN_LUADM7_C	Access for Admissions
☐ BAN_LUADM8_C	Access for Admissions
☐ BAN_LUADM9_C	Access for Admissions
☐ BAN_LUADSTUWK_UPD_C	Access for Admissions Student Workers
☐ BAN_LUENMGT_STUWK_C	Access for Enrollment Management Student Workers
☐ BAN_LUORIENTATION_C	Access for Orientation Programs
☐ BAN_LUSTUDENT_ADM_C	Access for Admissions Locally Developed Processes
☐ BAN_LUSTUDENTTRACKER_C	Access for Student Tracker

Alumni

☐ BAN_LUALUSTU_UPD_C	Access for Alumni
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Athletics

☐ BAN_LUATHLADM_QRY_C	Access for Athletics
☐ BAN_LUATHLADM_UPD_C	Access for Athletics
☐ BAN_LUATHLCOA_QRY_C	Access for Athletics Coaches
☐ BAN_LUSGASPRRT_C	Access to SGASPRRT Form

Bookstore

☐ BAN_LUADVIRG_QRY_C	Access for Bookstore
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Business Office

☐ BAN_LUBUSTAFF_QRY_C	Access for Business Office
☐ BAN_LUBUSTU_QRY_C	Access for Business Office
☐ BAN_LUVPBUS_C	Access for VP for Business Staff

College of Arts And Humanities

☐ BAN_LUCOLAHSTU_UPD_C	Access for College of Arts and Humanities Staff
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College of Business

☐ BAN_LUCOB_C	Access for College of Business Staff
☐ BAN_LUSOATEST_UPD_C	Access to SOATEST Form

College of Education

☐ BAN_LUDTE_QRY_C	Access for College of Education Staff
☐ BAN_LUEDUSTU_QRY_C	Access for College of Education Staff
☐ BAN_LUEDUSTUWK_C	Access for College of Education Student Workers

Financial Aid

☐ BAN_LUFASTAFF_C	Access for Financial Aid Staff
☐ BAN_LUFASTAFF2_C	Access for Financial Aid Staff
☐ BAN_LUFASTUWK_QRY_C	Access for Financial Aid Student Workers

Housing

☐ BAN_LUHOUSING_QRY_C	Access for Housing Staff
☐ BAN_LUHOUSING_UPD_C	Access for Housing Staff
☐ BAN_LUHOUSING2_UPD_C	Access for Housing Staff
☐ BAN_LUHOUSING3_C	Access for Housing Staff
☐ BAN_LUHSGSTUWK_ASST_C	Access for Housing Student Workers

Human Resources

☐ BAN_LUPOSSTU_UPD_C	Access for Human Resources Staff
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Institutional Research

☐ BAN_LUCAMPUSLABS_C	Campus Labs
☐ BAN_LUINSRSRCH_UPD_C	Access for Institutional Research
☐ BAN_LUSTUALL_QRY_C	Access for Institutional Research
☐ BAN_LUSTUINSRSRCH_C	Access for Institutional Research

Instructional Services

☐ BAN_LUINSADV_C	Instructional Services Advisors SFAREGS
☐ BAN_LUINSSTU_QRY_C	Access for Instructional Services
☐ BAN_LUINSSTU_UPD_C	Access for Instructional Services
☐ BAN_LUINSSTUWRK_C	Access for Instructional Services Student Workers
☐ BAN_LUINSTNRSCRIPT_C	Access for Instructional Services Transcript Req.

International Programs

☐ BAN_LUINTLSTU_UPD_C	Access for International Programs
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Information Technology Services

☐ BAN_LUEXPO_ITS_C	Access for ITS to Run Expo Related Processes
☐ BAN_LUITSSCHD_QRY_C	Access for ITS Staff for Schedule/Blackboard
☐ BAN_LUSTINF2_C	Access for ITS Staff
☐ BAN_LUSTUDENT_ITS_C	Access for ITS Staff for Compliance Startup

Military and Veteran Services

☐ BAN_LUVETSVS_C	Access for Military and Veteran Services
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Post Office

☐ BAN_LUPOSTSTU_UPD_C	Access for Post Office Staff
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School of Nursing

☐ BAN_LUNURSTU_C	Access for School of Nursing to Adm. Info.
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Student Affairs

☐ BAN_LUBLUEKEY_C	Extract and Report for Blue Key Program
☐ BAN_LUCAREERSVS_C	Access for Career Services
☐ BAN_LUSAFF1_QRY_C	Access for Student Affairs Staff
☐ BAN_LUSAFF2_UPD_C	Access for Student Affairs Staff
☐ BAN_LUSAFF3_UPD_C	Access for Student Affairs Staff

Student Activities

☐ BAN_LUSTUACT_UPD_C	Access for Student Activities Staff
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Student Support Services

☐ BAN_LUSSSSTU_QRY_C	Access for Student Support Services Staff
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University Police

☐ BAN_LULUPDSTU_QRY_C	Access for University Police
☐ BAN_LULUPDSTU_UPD_C	Access for University Police (update Holds)

University Relations

☐ BAN_LUURP_QRY_C	Access for University Relations
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4. Banner Security Assignments (Cont. from Page 4)

Supervisor/Data Custodian will check the appropriate Security Classes the employee will need to perform their Banner duties. Data Custodian must sign and date to approve. Once form is completed and all signatures have been made send form to Rick Lindley in Information Technology Services for account creation

Student (continued from page 4)

Protected PII Access

SPAIDEN

- | | |
|--|-------------------------------------|
| ☐ BAN_LUSPAIDEN_QRY_C | View Only Access |
| ☐ BAN_LUSPAIDEN_UPD_C | Update Access |
| ☐ BAN_LUSPAIDEN_HIDE_QRY_C | View Only Access Bio. Tab Hidden |
| ☐ BAN_LUSPAIDEN_HIDE_UPD_C | Update Access Bio. Tab Hidden |
| ☐ BAN_LUSPAIDEN_UPD_ADDL_ID_C | Update Acc Addl ID, Bio Tab Hidden |
| ☐ BAN_LUSPAIDEN_MSK_QRY_C | View Only Access Last 4 SSN Visible |
| ☐ BAN_LUSPAIDEN_MSK_UPD_C | Update Access Last 4 SSN Visible |
| ☐ BAN_LUSPAIDEN_NVSB_QRY_C | View Only Access SSN Not Visible |
| ☐ BAN_LUSPAIDEN_NVSB_UPD_C | Update Access SSN Not Visible |

SPAPERS

- | | |
|--|-------------------------------------|
| ☐ BAN_LUSPAPERS_QRY_C | View Only Access |
| ☐ BAN_LUSPAPERS_UPD_C | Update Access |
| ☐ BAN_LUSPAPERS_MSK_QRY_C | View Only Access Last 4 SSN Visible |
| ☐ BAN_LUSPAPERS_MSK_UPD_C | Update Access Last 4 SSN Visible |

FERPA Release Inquiry

- | | |
|--|---------------------------------|
| ☐ BAN_LUFERPA_RELEASE_INQ_C | FERPA Release Inquiry (SZAFERP) |
|--|---------------------------------|

Misc. Access

SFARHST – Mid-term grades

- | | |
|--|------------------------------|
| ☐ BAN_LUSFARHST_QRY_C | SFARHST-View mid-term Grades |
|--|------------------------------|

SFASLST – Class Roster

- | | |
|--|---------------------------|
| ☐ BAN_LUSFASLST_QRY_C | SFASLST-View Class Roster |
|--|---------------------------|

Data Custodian Signature (Director of Admissions / Registrar)

Date Approved

Additional Required Access or Special Instructions

Data Custodian Signature

Date Approved

5. Banner Administrator – Information Technology Services

_____ Banner Administrator	_____ Date Completed	_____ Date User/Supervisor Notified	_____ User Name Assigned
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6. Oracle Role Assignments (ODBC Access for Reporting)

Supervisor/Data Custodian will check the appropriate Oracle roles the employee will need to perform their Banner duties. Data Custodian must sign and date to approve. Once form is completed and all signatures have been made send form to Rick Lindley in Information Technology Services for account creation

Module		Approval
Academic Success Center ☐ LANDER_VIEW_ACADEMIC_SUCCESS Tutor Views and Tables ☐ LANDER_VIEW_ASC_SCAN Access Control Views and Tables		
		Data Custodian <u>Signature (Director Academic Success Center)</u> <u> / / </u> Date Approved
Accounts Receivable ☐ LANDER_BK_AR Bookstore ☐ LANDER_INST_RSRCH_AR Institutional Research ☐ LANDER_LEGACY_AR Legacy AR (From AS400) ☐ LANDER_LUPD_AR University Police ☐ LANDER_OBJECT_ACCESS_AR Object Access Reporting Views ☐ LANDER_VIEW_AR All AR Views and Tables		
		Data Custodian <u>Signature (Director of Student Accounts)</u> <u> / / </u> Date Approved
Alumni ☐ LANDER_ALUMNI_CONTRACT Access for Contract Workers ☐ LANDER_FA_ADV Financial Aid ☐ LANDER_OBJECT_ACCESS_ADVANCE Object Access Reporting Views ☐ LANDER_VIEW_ADVANCE All Alumni Views and Tables		
		Data Custodian <u>Signature (Vice President University Advancement)</u> <u> / / </u> Date Approved
Finance ☐ LANDER_ADM_FIN Admissions ☐ LANDER_FINANCE_COA_UPDATE Chart of Accounts Update ☐ LANDER_FINANCE_SPECIAL Execute Functions and Procedures ☐ LANDER_GURFEED GURFEED Table Update ☐ LANDER_HR_FIN Human Resources ☐ LANDER_LEGACY_FINANCE Legacy Finance (From AS400) ☐ LANDER_LIMITED_BUOF Limited access for Business Office Staff ☐ LANDER_MOTORPOOL Physical Plant ☐ LANDER_OBJECT_ACCESS_FINANCE Object Access Reporting Views ☐ LANDER_POST_OFFICE Post Office ☐ LANDER_PRINTSHOP Print Shop ☐ LANDER_RENTAL_CAR Physical Plant ☐ LANDER_SPCL_EVENTS_FIN Special Events ☐ LANDER_VIEW_FINANCE All Finance Views and Tables		
		Data Custodian <u>Signature (Controller)</u> <u> / / </u> Date Approved
Financial Aid ☐ LANDER_ADM_FA Admissions ☐ LANDER_ADV_FA Alumni ☐ LANDER_AR_FA Accounts Receivable ☐ LANDER_BK_FA Bookstore ☐ LANDER_BU_FA Business Office ☐ LANDER_CAREER_SERVICES_FA Career Services ☐ LANDER_FA_SPECIAL Update Access to RCAPP Tables ☐ LANDER_INST_RSRCH_FIN_AID Institutional Research Access ☐ LANDER_OBJECT_ACCESS_FIN_AID Object Access Reporting Views ☐ LANDER_VIEW_FIN_AID All Financial Aid Views and Tables		
		Data Custodian <u>Signature (Director of Financial Aid)</u> <u> / / </u> Date Approved

Lander University Banner Access Authorization Request

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6. Oracle Role Assignments (ODBC Access for Reporting) – Cont. From Page 6

Supervisor/Data Custodian will check the appropriate Oracle roles the employee will need to perform their Banner duties. Data Custodian must sign and date to approve.
Once form is completed and all signatures have been made send form to Rick Lindley in Information Technology Services for account creation

Module	Approval
General	
☐ BAN_DEFAULT_CONNECT ☐ BAN_DEFAULT_M ☐ BAN_DEFAULT_Q ☐ LANDER_ADM_GEN ☐ LANDER_ADMISSIONS_SPECIAL ☐ LANDER_APPWORX ☐ LANDER_APPWORX_USER_PRIV ☐ LANDER_BK_GEN ☐ LANDER_BU_GEN ☐ LANDER_BU_GEN_CC ☐ LANDER_BU_GURFEED ☐ LANDER_FA_GENERAL ☐ LANDER_HR_GENERAL ☐ LANDER_IDVALIDATOR ☐ LANDER_IDVALIDATOR_PEEES ☐ LANDER_ID_VALIDATOR_WLAB ☐ LANDER_INST_RSRCH_GENERAL ☐ LANDER_ITS_PW_RESET ☐ LANDER_MOBILE_CONNECTION ☐ LANDER_OBJECT_ACCESS_GENERAL ☐ LANDER_POLICE_UPDATE_ID ☐ LANDER_REG_GENERAL ☐ LANDER_SECURITY_VIEW ☐ LANDER_SQLLDR ☐ LANDER_UTL_MAIL ☐ LANDER_VIEW_GENERAL ☐ LANDER_VIEW_TRACS_SCAN ☐ USR_DEFAULT_CONNECT	Baseline INB Role for Creating Session Baseline INB Role for Modify Privileges Baseline INB Role for View Only Privs. Admissions Admissions Execute Functions Proceeds. UserPrivs. for Sched. Jobs in Appworx Appworx System Privileges Bookstore Business Office Business Office Business Office (view GURFEED) Financial Aid access to General Human Resources access to General Functions Views Tables for ID Scan App. PEEES Access to ID Scan Views Writing Lab Access to ID Scan Views Institutional Research Access Privileges for Password Reset Tool Mobile System Privileges Object Access Reporting Views Univ. Police ID System Privileges Access to General for Registrar Security Tables and Views Privileges for SQLLDR Oracle UTL_MAIL Packages All General Views and Tables Access Control Views and Tables Baseline INB Role for Creating Session
<i>Data Custodian Signature (Banner Administrator ITS)</i> _____ <i>Date Approved</i> ____/____/____	
Health Services	
☐ LANDER_COUNSELING_SERVICES ☐ LANDER_HEALTH_SERVICES ☐ LANDER_VIEW_HSVC_SCAN	Counseling Services Health Services Health Services Access to Scan Data
<i>Data Custodian Signature (Director of Student Health Services)</i> _____ <i>Date Approved</i> ____/____/____	
Human Resources	
☐ LANDER_FA_PAYROLL ☐ LANDER_HLTHSVS_TRACKING ☐ LANDER_HR_HLTH_INS_RECON ☐ LANDER_HR_LEAVE ☐ LANDER_HR_SPECIAL ☐ LANDER_INST_RSRCH_PAYROLL ☐ LANDER_LEGACY_PAYROLL ☐ LANDER_LIBRARY_INTERFACE ☐ LANDER_OBJECT_ACCESS_HR ☐ LANDER_PAYROLL_RECON ☐ LANDER_POLICE_PAYROLL ☐ LANDER_POSBUD_PAYROLL ☐ LANDER_SCHEDULE ☐ LANDER_VIEW_PAYROLL Position Control ☐ LANDER_BU_POS_CNTL ☐ LANDER_VIEW_HR	Financial Aid Health Services for COVID Case Tracking Finance for Hlth, Ins. Recon. Leave Views and Tables Baninst1 functions Student Views Institutional Research Legacy HR System (AS400) Library System Interface Object Access Reporting Views Finance – For Payroll Recon. University Police Budget Office Online Directory/Sched. Public Website All Payroll Views and Tables
<i>Data Custodian Signature (Director of Human Resources)</i> _____ <i>Date Approved</i> ____/____/____	
University Police	
☐ LANDER_POLICE_CITATION ☐ LANDER_POLICE_ID	Citation Views and Tables ID System Tables and Views
<i>Data Custodian Signature (Chief of Police)</i> _____ <i>Date Approved</i> ____/____/____	

Lander University Banner Access Authorization Request

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6. Oracle Role Assignments (ODBC Access for Reporting) – Cont. From Page 7

Supervisor/Data Custodian will check the appropriate Oracle roles the employee will need to perform their Banner duties. Data Custodian must sign and date to approve. Once form is completed and all signatures have been made send form to Rick Lindley in Information Technology Services for account creation

Module	Approval
Student	
☐ LANDER_ACCESS_TRAINING	Limited Data Used for Access Training
☐ LANDER_ADMISSIONS_STAFF	Admissions
☐ LANDER_ADMISSIONS_WORKSTUDY	Admissions Student Workers
☐ LANDER_ADV_STU	Advancement
☐ LANDER_AR_STU	Accounts Receivable
☐ LANDER_BK_STU	Bookstore
☐ LANDER_BU_STU	Business Office
☐ LANDER_CAREER_SVCS_STU	Career Services
☐ LANDER_CITIZENSHIP_VERIFY	Citizenship Verification
☐ LANDER_COLLEGE_EDU	Col. Of Education
☐ LANDER_COLLEGE_OF_MATH_CS	Col. Math Comp. Science
☐ LANDER_COLLEGE_OF_ARTS_HUM	Col. Arts and Humanities – Recruit Inf.
☐ LANDER_GRADUATION	Registrar's Office Access to Grad Views
☐ LANDER_HOUSING	Housing Staff
☐ LANDER_INST_RSRCH_SPCL	Institutional Research
☐ LANDER_NSCH_STUDENT_TRACKER	Student Tracker Tables
☐ LANDER_OBJECT_ACCESS_STUDENT	Object Access Reporting Views
☐ LANDER_REGISTRAR_SPECIAL	FAL's Data from ID Scan Application
☐ LANDER_REG_ONLY	Registrar's Office Only
☐ LANDER_STU_HLTH_INS_RECON	Bus. Office for Recon of Stu. Hlth Ins
☐ LANDER_STUDENT_ACTIVITIES	Student Activities
☐ LANDER_STUDENT_DATA_SNAPSHOT	Access to Student Data Snapshot Data
☐ LANDER_VIEW_STUDENT	All Student Views and Tables
☐ LANDER_WLAB_STUDENT	Writing Lab Access to Student Views Tables

Data Custodian Signature (Director of Admissions / Registrar)

/ /
Date Approved

Additional Required Access or Special Instructions Related to ODBC Access:

Data Custodian Signature

/ /
Date Approved

7. Banner Administrator – Information Technology Services

Banner Administrator

/ /
Date Completed

/ /
Date User/Supervisor Notified

User Name Assigned

Lander University Banner Access Authorization Request

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8. Xtender (Banner Document Management Suite – BDMS)

Module	Application	View/Print	Scan	Admin	Data Custodian Signature	Date Approved
Admissions/Student	B-S-ADMIN					_ / _ / _
	L-S-INSTITUTION					
Advancement	L-A-DESG					_ / _ / _
Finance	B-F-DOCS					_ / _ / _
Financial Aid	B-R-ID					_ / _ / _
	B-R-TREQ					
Health Services	L-S-HEALTH					_ / _ / _
Housing	L-S-HOUSING					_ / _ / _
Human Resources	B-H-APPL					_ / _ / _
	B-H-EMPL					
	B-H-ID					
	B-H-POSN					
	L-H-EMPR					
	L-H-REPORTS					
ITS	B-G-ITS					_ / _ / _

Additional Required Access or Special Instructions Related to Xtender Access:

Data Custodian Signature
_ / _ / _
Date Approved

7. Xtender Administrator – Information Technology Services

Signature Xtender Administrator

Date Completed

Date User/Supervisor Notified

User Name Assigned