

Lander University Banner Access Authorization Request

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Version 11.37, January 2019

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](#) or navigate to

https://www.lander.edu/sites/lander/files/Documents/Academics/Resources/ITS/IT_Policies/Information%20Privacy%20and%20Security%20Plan%20%28LP7.2%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

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

Alumni

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

Protected PII Access

APAIDEN

- | | |
|---|--|
| <input type="checkbox"/> BAN_LUAPAIDEN_QRY_C | View Only Access to APAIDEN |
| <input type="checkbox"/> BAN_LUAPAIDEN_UPD_C | Update access to APAIDEN |
| <input type="checkbox"/> BAN_LUAPAIDEN_HIDE_QRY_C | View access to APAIDEN PII Not Visible |

APACHLD

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> BAN_LUAPACHLD_QRY_C | View Access to APACHLD |
| <input type="checkbox"/> BAN_LUAPACHLD_UPD_C | Update Access to APACHLD |
| <input type="checkbox"/> BAN_LUAPACHLD_NVSB_QRY_C | Access to APACHLD - PII Not Visible |

APACRVW

- | | |
|--|--------------------------|
| <input type="checkbox"/> BAN_LUAPACRVW_UPD_C | Update Access to APACRVW |
| <input type="checkbox"/> BAN_LUAPACRVW_QRY_C | View Access to APACRVW |

APASBIO (This is a View Only Form)

- | | |
|---|---|
| <input type="checkbox"/> BAN_LUAPASBIO_QRY_C | View access to APASBIO |
| <input type="checkbox"/> 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 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
<input type="checkbox"/> BAN_LU_GENERAL_USR_C Access to General Forms and Processes <input type="checkbox"/> BAN_LU_GENERAL_ITS_C Access to General Forms and Process for ITS <input type="checkbox"/> BAN_LUCONNECT_UPD_C Basic Access to Connect and Job Submission <input type="checkbox"/> BAN_LUCHANNELS_C Portal Channel Access <input type="checkbox"/> BAN_LUSLEEPWAKE_UPD_C Access to SleepWake Processing <input type="checkbox"/> BAN_LUPOPSEL_UPD_C Access for PoSel Forms and Processes <input type="checkbox"/> BAN_LUSURVEY_UPD_C Update Access to Survey Maintenance forms <input type="checkbox"/> BAN_LUADMGEN_C Additional Access for Admissions <input type="checkbox"/> BAN_LUFAGEN_UPD_C Additional Access for Financial Aid <input type="checkbox"/> BAN_LUFINGEN_UPD_C Additional Access for Finance <input type="checkbox"/> BAN_LUSTUGEN_UPD_C Additional Access for Registrar's Office <input type="checkbox"/> BAN_LUGOATPAC_C Access for GOATPAC <input type="checkbox"/> BAN_LUGOATPAD_C Access for GOATPAD <input type="checkbox"/> BAN_LUGTVSDAX_UPD_C Update Access for GTVSDAX <input type="checkbox"/> BAN_LUGZITPAD_C Access to GZITPAD <input type="checkbox"/> BAN_LUGZRLSID_C Access to GZRLSID <input type="checkbox"/> BAN_LUBRIM_C Access to BRIM Processes <input type="checkbox"/> BAN_LUFGAC_UPD_C Access to Fine Grained Access Control Protected PII Access GUIALTI <input type="checkbox"/> BAN_LUGUIALTI_QRY_C Access to GUIALTI <input type="checkbox"/> BAN_LUGUIALTI_MSK_QRY_C Access to GUIALTI (Last 4 of SSN Masked) GUITINH <input type="checkbox"/> BAN_LUGUITINHI_QRY_C Access to GUITINH GOAINTL <input type="checkbox"/> BAN_LUGOAINTL_QRY_C View Only Access to GOAINTL <input type="checkbox"/> BAN_LUGOAINTL_UPD_C Update Access to GOAINTL	<input type="checkbox"/> BAN_LUCNLSVS_QRY_C View Access Counseling Services Forms <input type="checkbox"/> BAN_LUCNLSVS_UPD_C Update Access Counseling Services Forms <input type="checkbox"/> BAN_LUHLTHSVS_UPD_C Access for Health Services <input type="checkbox"/> BAN_LUHSGLTH_QRY_C Access for Housing Staff <input type="checkbox"/> BAN_LUINSHLTH_UPD_C Access for Instructional Services <input type="checkbox"/> BAN_LUSAFFHLTH_UPD_C Access for Student Affairs
<p>_____ Data Custodian Signature (Banner Administrator ITS) ___/___/___ Date Approved</p>	<p>_____ Data Custodian Signature (Director of Student Health Services) ___/___/___ Date Approved</p>
Human Resources	University Police
Human Resources <input type="checkbox"/> BAN_LUPAYROLL_C Full Access to Human Resources Forms and Processes <input type="checkbox"/> BAN_LUAAPAY_C Access for Academic Affairs Staff <input type="checkbox"/> BAN_LUBUPAY_C Access for Finance Staff to Run Locally Developed Proc. <input type="checkbox"/> BAN_LUBCUPA_C Data Extract for CUPA reporting <input type="checkbox"/> BAN_LUFAPAY_QRY_C Access for Financial Aid Staff <input type="checkbox"/> BAN_LUFINPAY_UPD_C Access for Finance Staff <input type="checkbox"/> BAN_LUHRSTUWK_UPD_C Access for HR Student Workers <input type="checkbox"/> BAN_LUPAYRECON_C Finance Access to Payroll Reconciliation <input type="checkbox"/> BAN_LUPAYRECON2_C Finance Access to Payroll Reconciliation (Limited) <input type="checkbox"/> BAN_LUPAYROLL_RESTRICTED_C Access to Run Direct Deposit Process <input type="checkbox"/> BAN_LUTAXNAV_C Access to Run International Tax Navigator Processes Position Control <input type="checkbox"/> BAN_POSNCTL_C Full Access to Position Control Forms and Processes <input type="checkbox"/> BAN_LUPOSITION_QRY_C Access to Run Locally Developed Processes <input type="checkbox"/> BAN_LUFINPOSBUD_C Access to Finance Staff for Position Budgeting Employee Training <input type="checkbox"/> BAN_LUITSTRAIN_C Access to ITS for Security Training Processes	<input type="checkbox"/> BAN_LUPDADMIN_UPD_C Full Access to Univ. Police Forms/Processes <input type="checkbox"/> BAN_LUPDOFFICER_QRY_C Access for Officers <input type="checkbox"/> BAN_LUPDPARK_QRY_C Access to Parking Permit Information
<p>_____ Data Custodian Signature (Director of Human Resources) ___/___/___ Date Approved</p>	<p>_____ Data Custodian Signature (Chief of Police) ___/___/___ Date Approved</p>

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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_ORY_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_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_LUADM10_C Access for Admissions
- BAN_LUADSTUWK_UPD_C Access for Admissions Student Workers
- BAN_LUENMGSTUWK_C Access for Enrollment Management Student Workers
- 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

Athletics

- BAN_LUATHLADM_ORY_C Access for Athletics
- BAN_LUATHLADM_UPD_C Access for Athletics
- BAN_LUATHLCOA_ORY_C Access for Athletics Coaches
- BAN_LUSGASPRT_C Access to SGASPRT Form

Bookstore

- BAN_LUADVIRG_ORY_C Access for Bookstore

Business Office

- BAN_LUBUSTAFF_ORY_C Access for Business Office
- BAN_LUBUSTU_ORY_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

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_ORY_C Access for College of Education Staff
- BAN_LUEDUSTU_ORY_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_ORY_C Access for Financial Aid Student Workers

Housing

- BAN_LUHOUSING_ORY_C Access for Housing Staff
- BAN_LUHOUSING_UPD_C Access for Housing Staff
- BAN_LUHOUSING2_UPD_C Access for Housing Staff
- BAN_LUHSGSTUWK_ASST_C Access for Housing Student Workers
- BAN_LUHSGSTUWK_RECPC_C Access for Housing Student Workers

Human Resources

- BAN_LUBLUEKEY_C Extract and Report for Blue Key Program
- BAN_LUPOSSTU_UPD_C Access for Human Resources Staff

Institutional Research

- BAN_LUINSRSRCH_UPD_C Access for Institutional Research
- BAN_LUSTUALL_ORY_C Access for Institutional Research
- BAN_LUSTUINSRSRCH_C Access for Institutional Research

Instructional Services

- BAN_LUINSADV_C Instructional Services Advisors SFAREGS
- BAN_LUINSSTU_ORY_C Access for Instructional Services
- BAN_LUINSSTU_UPD_C Access for Instructional Services
- BAN_LUINSSTUWRK_C Access for Instructional Services Student Workers
- BAN_LUINSTRNSCRIPT_C Access for Instructional Services Transcript Req.

International Programs

- BAN_LUINTLSTU_UPD_C Access for International Programs

Information Technology Services

- BAN_LUEXPO_ITS_C Access for ITS to Run Expo Related Processes
- BAN_LUITSSCHD_ORY_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 University Relations

Post Office

- BAN_LUPOSTSTU_UPD_C Access for Post Office Staff

Student Affairs

- BAN_LUBLUEKEY_C Extract and Report for Blue Key Program
- BAN_LUSAFF1_ORY_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

Student Support Services

- BAN_LUSSSTU_ORY_C Access for Student Support Services Staff

University Police

- BAN_LULUPDSTU_ORY_C Access for University Police
- BAN_LULUPDSTU_UPD_C Access for University Police (update Holds)

University Relations

- BAN_LUURP_ORY_C Access for University Relations

Protected PII Access

SPAIDEN

- BAN_LUSPAIDEN_ORY_C View Only Access
- BAN_LUSPAIDEN_UPD_C Update Access
- BAN_LUSPAIDEN_HIDE_ORY_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_ORY_C View Only Access Last 4 SSN Visible
- BAN_LUSPAIDEN_MSK_UPD_C Update Access Last 4 SSN Visible
- BAN_LUSPAIDEN_NVSB_ORY_C View Only Access SSN Not Visible
- BAN_LUSPAIDEN_NVSB_UPD_C Update Access SSN Not Visible

SPAPERS

- BAN_LUSPAPERS_ORY_C View Only Access
- BAN_LUSPAPERS_UPD_C Update Access
- BAN_LUSPAPERS_MSK_ORY_C View Only Access Last 4 SSN Visible
- BAN_LUSPAPERS_MSK_UPD_C Update Access Last 4 SSN Visible

Data Custodian Signature (Director of Admissions / Registrar)

Date Approved

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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 Concerns

- BAN_LU CONCERNS_UPD_C Update Access for Student Concerns Forms
- BAN_LU CONCERNS_QRY_C View Only Access for Student Concerns Forms
- BAN_LUFDBKCNLSL_C Extract Counseling Inf. Faculty Feedback
- BAN_LUFDBKCNLSL_ASC_C Extract Counseling Inf. Faculty Feedback for ASC

Additional Required Access or Special Instructions

Data Custodian Signature (Chair of Student Concerns Committee)
 ___/___/___
Date Approved

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 <input type="checkbox"/> LANDER_VIEW_ACADEMIC_SUCCESS Tutor Views and Tables <input type="checkbox"/> LANDER_VIEW_ASC_SCAN Access Control Views and Tables	_____ Data Custodian Signature (Director Academic Success Center) ____/____/____ Date Approved
Accounts Receivable <input type="checkbox"/> LANDER_BK_AR Bookstore <input type="checkbox"/> LANDER_INST_RSRCH_AR Institutional Research <input type="checkbox"/> LANDER_LEGACY_AR Legacy AR (From AS400) <input type="checkbox"/> LANDER_LUPD_AR University Police <input type="checkbox"/> LANDER_OBJECT_ACCESS_AR Object Access ReportingViews <input type="checkbox"/> LANDER_VIEW_AR All AR Views and Tables	_____ Data Custodian Signature (Director of Student Accounts) ____/____/____ Date Approved
Alumni <input type="checkbox"/> LANDER_ALUMNI_CONTRACT Access for Contract Workers <input type="checkbox"/> LANDER_FA_ADV Financial Aid <input type="checkbox"/> LANDER_OBJECT_ACCESS_ADVANCE Object Access Reporting Views <input type="checkbox"/> LANDER_VIEW_ADVANCE All Alumni Views and Tables	_____ Data Custodian Signature (Vice President University Advancement) ____/____/____ Date Approved
Department of Teacher Education (NCATE) <input type="checkbox"/> LANDER_PRAXIS_TEST_SCORES PRAXIS Test Scores	_____ Data Custodian Signature (Chair Department of Teacher Education) ____/____/____ Date Approved
Finance <input type="checkbox"/> LANDER_ADM_FIN Admissions <input type="checkbox"/> LANDER_FINANCE_COA_UPDATE Chart of Accounts Update <input type="checkbox"/> LANDER_FINANCE_FEED FURFEED Table Update <input type="checkbox"/> LANDER_FINANCE_RECON AP Bank Reconciliation Update <input type="checkbox"/> LANDER_FINANCE_SPECIAL Execute Functions and Procedures <input type="checkbox"/> LANDER_GURFEED GURFEED Table Update <input type="checkbox"/> LANDER_HR_FIN Human Resources <input type="checkbox"/> LANDER_LEGACY_FINANCE Legacy Finance (From AS400) <input type="checkbox"/> LANDER_LIMITED_BUOF Limited access for Business Office Staff <input type="checkbox"/> LANDER_MOTORPOOL Physical Plant <input type="checkbox"/> LANDER_OBJECT_ACCESS_FINANCE Object Access Reporting Views <input type="checkbox"/> LANDER_POST_OFFICE Post Office <input type="checkbox"/> LANDER_PRINTSHOP Print Shop <input type="checkbox"/> LANDER_RENTAL_CAR Physical Plant <input type="checkbox"/> LANDER_SPCL_EVENTS_FIN Special Events <input type="checkbox"/> LANDER_VIEW_FINANCE All Finance Views and Tables	_____ Data Custodian Signature (Controller) ____/____/____ Date Approved
Financial Aid <input type="checkbox"/> LANDER_ADM_FA Admissions <input type="checkbox"/> LANDER_ADV_FA Alumni <input type="checkbox"/> LANDER_AR_FA Accounts Receivable <input type="checkbox"/> LANDER_BK_FA Bookstore <input type="checkbox"/> LANDER_BU_FA Business Office <input type="checkbox"/> LANDER_FA_SPECIAL Update Access to RCRAPP Tables <input type="checkbox"/> LANDER_INST_RSRCH_FIN_AID Institutional Research Access <input type="checkbox"/> LANDER_OBJECT_ACCESS_FIN_AID Object Access Reporting Views <input type="checkbox"/> LANDER_VIEW_FIN_AID All Financial Aid Views and Tables	_____ Data Custodian Signature (Director of Financial Aid) ____/____/____ Date Approved

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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 <input type="checkbox"/> BAN_DEFAULT_CONNECT <input type="checkbox"/> BAN_DEFAULT_M <input type="checkbox"/> BAN_DEFAULT_Q <input type="checkbox"/> LANDER_ADM_GEN <input type="checkbox"/> LANDER_ADMISSIONS_GURMAIL <input type="checkbox"/> LANDER_ADMISSIONS_SPECIAL <input type="checkbox"/> LANDER_APPWORX <input type="checkbox"/> LANDER_APPWORX_USER_PRIV <input type="checkbox"/> LANDER_BK_GEN <input type="checkbox"/> LANDER_BU_GEN <input type="checkbox"/> LANDER_BU_GEN_CC <input type="checkbox"/> LANDER_BU_GURFEED <input type="checkbox"/> LANDER_HR_GENERAL <input type="checkbox"/> LANDER_IDVALIDATOR <input type="checkbox"/> LANDER_IDVALIDATOR_PEEES <input type="checkbox"/> LANDER_ID_VALIDATOR_WLAB <input type="checkbox"/> LANDER_INST_RSRCH_GENERAL <input type="checkbox"/> LANDER_ITS_PW_RESET <input type="checkbox"/> LANDER_MOBILE_CONNECTION <input type="checkbox"/> LANDER_OBJECT_ACCESS_GENERAL <input type="checkbox"/> LANDER_POLICE_UPDATE_ID <input type="checkbox"/> LANDER_SECURITY_VIEW <input type="checkbox"/> LANDER_SQLLDR <input type="checkbox"/> LANDER_UTL_MAIL <input type="checkbox"/> LANDER_VIEW_GENERAL <input type="checkbox"/> LANDER_VIEW_TRACS_SCAN <input type="checkbox"/> USR_DEFAULT_CONNECT	Baseline INB Role for Creating Session Baseline INB Role for Modify Privileges Baseline INB Role for View Only Privs. Admissions Admissions (update GURMAIL) Admissions Execute Functions Proceeds. UserPrivs. for Sched. Jobs in Appwor Appworx System Privileges Bookstore Business Office Business Office Business Office (view GURFEED) 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 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
Health Services <input type="checkbox"/> LANDER_COUNSELING_SERVICES <input type="checkbox"/> LANDER_HEALTH_SERVICES <input type="checkbox"/> LANDER_VIEW_HSVC_SCAN	Counseling Services Health Services Health Services Access to Scan Data
Human Resources <input type="checkbox"/> LANDER_FA_PAYROLL <input type="checkbox"/> LANDER_HR_HLTH_INS_RECON <input type="checkbox"/> LANDER_HR_LEAVE <input type="checkbox"/> LANDER_HR_SPECIAL <input type="checkbox"/> LANDER_INST_RSRCH_PAYROLL <input type="checkbox"/> LANDER_LEGACY_PAYROLL <input type="checkbox"/> LANDER_LIBRARY_INTERFACE <input type="checkbox"/> LANDER_OBJECT_ACCESS_HR <input type="checkbox"/> LANDER_PAYROLL_RECON <input type="checkbox"/> LANDER_POLICE_PAYROLL <input type="checkbox"/> LANDER_POSBUD_PAYROLL <input type="checkbox"/> LANDER_SCHEDULE <input type="checkbox"/> LANDER_VIEW_PAYROLL Position Control <input type="checkbox"/> LANDER_BU_POS_CNTL <input type="checkbox"/> LANDER_VIEW_HR	Financial Aid 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 Business Office All Position Control Views and Tables
Student Concerns <input type="checkbox"/> LANDER_CAMPUS_SAVE <input type="checkbox"/> LANDER_VIEW_STUDENT_CONCERNS	Campus Save Student Concerns
University Police <input type="checkbox"/> LANDER_POLICE_CITATION <input type="checkbox"/> LANDER_POLICE_ID	Citation Views and Tables ID System Tables and Views

Data Custodian Signature (Banner Administrator ITS)

Date Approved

Data Custodian Signature (Director of Student Health Services)

Date Approved

Data Custodian Signature (Director of Human Resources)

Date Approved

Data Custodian Signature (Chair of Student Concerns Committee)

Date Approved

Data Custodian Signature (Chief of Police)

Date Approved

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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 <input type="checkbox"/> LANDER_ACCESS_TRAINING Limited Data Used for Access Training <input type="checkbox"/> LANDER_ADMISSIONS_STAFF Admissions <input type="checkbox"/> LANDER_ADMISSIONS_WORKSTUDY Admissions Student Workers <input type="checkbox"/> LANDER_ADV_STU Advancement <input type="checkbox"/> LANDER_AR_STU Accounts Receivable <input type="checkbox"/> LANDER_BK_STU Bookstore <input type="checkbox"/> LANDER_BU_STU Business Office <input type="checkbox"/> LANDER_COLLEGE_OF_MATH_CS Col. Math Comp. Science <input type="checkbox"/> LANDER_GRADUATION Registrar's Office Access to Grad Views <input type="checkbox"/> LANDER_HOUSING Housing Staff <input type="checkbox"/> LANDER_INST_RSRCH_SPCL Institutional Research <input type="checkbox"/> LANDER_NSCH_STUDENT_TRACKER Student Tracker Tables <input type="checkbox"/> LANDER_OBJECT_ACCESS_STUDENT Object Access Reporting Views <input type="checkbox"/> LANDER_REGISTRAR_SPECIAL FAL's Data from ID Scan Application <input type="checkbox"/> LANDER_SSS_SPECIAL Student Support Services <input type="checkbox"/> LANDER_STU_HLTH_INS_RECON Bus. Office for Recon of Stu. Hlth Ins <input type="checkbox"/> LANDER_STUDENT_ACTIVITIES Student Activities <input type="checkbox"/> LANDER_STUDENT_DATA_SNAPSHOT Access to Student Data Snapshot Data <input type="checkbox"/> LANDER_VIEW_STUDENT All Student Views and Tables <input type="checkbox"/> LANDER_WLAB_STUDENT Writing Lab Access to Student Views Tables	
<p style="margin: 0;"><i>Data Custodian Signature (Director of Admissions / Registrar)</i></p> <p style="margin: 0;">_____/____/____</p> <p style="margin: 0;"><i>Date Approved</i></p>	

Additional Required Access or Special Instructions Related ODBC Access:

Data Custodian Signature (Director of Admissions / Registrar)

_____/____/____
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