



# Banner & Data Warehouse Request for Access

Instruction for this form at: [http://oregonstate.edu/dept/computing/banner/univacc\\_info.html](http://oregonstate.edu/dept/computing/banner/univacc_info.html)

<b>Check one:</b> New User Account/New Dept. Change of Current Access Termination of Access	<b>Need Help?</b> For SIS help: 7-8767 For FIS help: 7-2494 For HRIS help: 7-9485	<b>The access request on this form replaces all previous access.</b>
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Name: New: \_\_\_\_\_ aaaaaa "Hkuv: \_\_\_\_\_ Middle: \_\_\_\_\_ Univ. ID#: \_\_\_\_\_

Org Code: \_\_\_\_\_ Dept. Description: \_\_\_\_\_ Phone#: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Check One:** Faculty Staff Student Temp: (Job end date) \_\_\_\_\_ Non-OSU Employee

Previous Access to Banner: SIS FIS HRIS Previous Banner Username: \_\_\_\_\_

Please review and sign the second page to indicate your compliance with OSU's Acceptable Use Policies \_\_\_\_\_.

## Banner

Check access required for each IS system (or make like \_\_\_\_\_)

**SIS** Student Worker **ONLY**  
 General Query (director info, admissions, schedules)  
 Enrollment (above + class lists, schedule of classes)  
 Advisor (above + academic history, PIN's, Web Advisor)  
 Web Advisor **ONLY**  
 Head Advisor (above + class overrides, instructor/class update)  
 Account Receivable Query Update  
 Nolij \_\_\_\_\_

**HRIS** General Query  
 EPAF Originator  
 EPAF Approver  
 Nolij \_\_\_\_\_  
 Time/Leave Entry Org Numbers  
 \_\_\_\_\_

**FIS** General Query  
 Payroll query  
 Purchase Order Creation  
 Invoice Creation  
 Journal Voucher Creation  
 Department Approver (Specify org's in "Other")  
 Grants and Contracts Access  
 TRES Admin Dept  
 Nolij \_\_\_\_\_

**Other:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Terminate all Banner Access to: SIS FIS HRIS Terminate Date: \_\_\_\_\_

## Data Warehouse

Check access required for each IS system (or make like \_\_\_\_\_)

**SIS** Term Based Student  
 Admissions  
 Recruiting  
 Accounts Receivable  
 Other \_\_\_\_\_

**FIS** General Access  
 Payroll Ledger  
**HRIS** College/Unit/Dept  
 Central Administration  
 Benefits

Terminate all Banner Access to: SIS FIS HRIS Terminate Date: \_\_\_\_\_

## Department Head Approval

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Original Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed form to: Banner & DW Access, 206 MCC (Milne Computer Center)

## Banner & Data Warehouse Request for Access

Printed Name<sub>(LFM)</sub>: \_\_\_\_\_

University ID#: \_\_\_\_\_

### Compliance with **Acceptable Use of University Information & Acceptable Use of University Computing Resources**

As you gain your access to Banner and Data Warehouse data, please remember that you are obligated to adhere to the **Acceptable Use of University Information Policy** available at:

<http://oregonstate.edu/dept/budgets/genupol/gupaccep2.htm>

The **Acceptable Use of University Information Policy** clearly defines the proper 'User and Release of Information', 'Expectations for Responsible Use of Information' and what happens if there is a 'Violation'. Please refer to this document as necessary to understand and comply with the use of data.

For any additional questions on the use of University data, please refer to the **Acceptable Use of University Computing Resources Policy** available at: <http://oregonstate.edu/aup.htm>

I have read, understood, and will comply with the **Acceptable Use of University Computing Resources policy and the Acceptable use of University Information policy**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY