



Banner Student and Financial Aid Account Request Form

INSTRUCTIONS:

- Complete the User Information section.
- Have your supervisor complete the Banner Access Request sections as applicable.
- Sign and date the form (user and supervisor).
- Banner access will not be granted unless all appropriate training classes have been completed and all signatures are obtained.
- The person authorizing the access must submit this two page form to **Sharon Shriver** in Information Technology. An e-mail will be sent to you when access is activated and informing you of your UserID and password if applicable.

Section 1 - USER INFORMATION

Last Name: _____ First Name: _____ MI: ___ Phone: _____
 Email Address: _____ Dept: _____
 Banner UserID (if known/assigned): _____ Employee ID: #A _____
 Job Title: _____

Confidentiality Statement

Along with the right to access the transcripts of students at Mt. San Antonio College comes the responsibility to maintain the rights to students particularly as outlined in the *Family Educational Rights and Privacy Act (FERPA)*. The college catalog, schedule of classes and student handbook state the policy regarding student records at Mt. San Antonio College. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, Mt San Antonio has established the following as directory information: student's name, community of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. All other information may not be released without written consent of the student. Grades, social security numbers, ethnicity, and student schedules should not be released to anyone other than the student under discussion and not over the phone.

By signing this form I understand the Banner system contains information protected by the Federal Privacy Act of 1974 (FERPA). Violation of this Act can possibly result in criminal and civil penalties and loss of employment.

User's Signature: _____ Date: _____

Employee Status: Staff Faculty Student Other _____

Type of Position: Permanent Part-Time/Hourly Temporary (e.g., temps, students)

Section 2 - REQUIRED BANNER TRAINING

a. Have you attended the **Banner General Navigation Class**? Yes Date(s): _____ No

Section 3 - AUTHORIZATION

Type of Access: New User Change to Existing User Replaces _____
 PROD PPRD TEST Deactivate as of Date: _____

Authorized for Banner:

The following classes require approval from the FINANCIAL AID Director or Assistant Director if differs from designated departments or program (signature required)							
Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	FA_ASSISTANT		FA_ED_ADVISOR		FA_RESEARCH_STAFF		STU_SERV
	FA_BATCH		FA_FOR_BURSAR		FA_SCHOLARSHIP_ASSISTANT		
	FA_CAL_GRANT		FA_FOR_CALWORKS		FA_SCHOLARSHIP_SPECIALIST		WSS Advisor Tab (update SIAINST)
	FA_CHAFEE		FA_FOR_CARE		FA_SPECIALIST		
	FA_CLERICAL_SPECIALIST		FA_FOR_EOPS		FA_STUDENT_WORKER		
	FA_COMMUNICATION		FA_FOR_FINANCE		FA_VETERANS		
	FA_DATALOAD		FA_IMPLEMENTATION_TEAM		FA_VETERANS_ASSISTANT		ARGOS_FINANCIAL_AID
	FA_DIRECTOR		FA_LOANS		FA_WORK_STUDY_COORDINATOR		ARGOS_VETERANS



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The following classes require approval from the ENROLLMENT MANAGEMENT Dean or Assistant Director If differs from designated departments or program (signature required)							
Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	STU_3CADMIN		STU_COMMPLAN_UPD		STU_HSO_CLRK		WSS Advisor Tab (update SIAINST)
	STU_APPLICATIONS		STU_CREATE_EMAIL		STU_HSO_QRY		
	STU_AR_ADMIN_STAFF		STU_DSPS		STU_INTERNATIONAL_STU_MGMT		ARGOS_ACADEMIC_HISTORY
	STU_AR_FRONT_STAFF		STU_DSPS_SGASTDN		STU_LET_GEN		ARGOS_ADMISSIONS
	STU_AR_PERM_STAFF		STU_DSPS_UPDATES		STU_LOC_MGMT_QUERY		ARGOS_ASSESSMENT
	STU_AR_VAL		STU_ENRLVERIFY		STU_POP_SEL		ARGOS_CLASS_SCHEDULE
	STU_ASSESSMENT		STU_EOPS (EOPS office only)		STU_PUBLIC_SAFETY_ADMIN		ARGOS_COUNSELING
	STU_ASSESSEMNT_ADMIN		STU_EVAL		STU_SERV_TEST		ARGOS_DSPS (DSPS only)
	STU_ATHL		STU_FIN_AID		STU_SERV		ARGOS_EOPS_CALWORKS(EOPS/CalWorks Only)
	STU_ATTRIBUTES		STU_FIN_AID_T4		STU_TCA		ARGOS_GENERAL
	STU_BIOTAB_VIEWER_C		STU_FIN_AID_VETC		STU_TECH		ARGOS_PARKING
	STU_CALENDAR_QUERY		STU_GRADE		STU_TRANSC		ARGOS_REGISTRATION_ENROLLMENT
	STU_CALENDAR_UPDATE		STU_GRADE_PROC		STU_TRANSCRIPT		ARGOS_STUDENT_SERVICES
	STU_CALWORKS (CALWORKS office only)		STU_HOLDS		STU_VAL		ARGOS_STUDENT_EMPLOYEES
	STU_CATALOG_QUERY		STU_HSO_ADM		STU_VERIFY		
	STU_CLEARINGHSE						
	STU_CLWRKS_STRL						
The following classes require approval from the EXECUTIVE DEAN of INSTRUCTION if differs from designated departments or program (signature required)							
Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	STU_ATTRIBUTES		STU_LOC_MGMT_QUERY		WSS Advisor Tab (update SIAINST)		ARGOS_DEPARTMENT_CHAIRS
	STU_CATALOG_QUERY		STU_LOC_MGMT_UPDATE (Facilities or Instruction Office only)		WSS_LAB_SUPERVISOR		ARGOS_DIVISION_ADMINS
	STU_CATALOG_UPDATE		STU_NON_CREDIT (Continuing Education only)		WSS_POS_ATTN (top level) (Continuing Ed Only)		ARGOS_FACULTY_LOAD
	STU_CURRICULUM_UPDATE		STU_NON_CREDIT_ADMIN (Continuing Education only)		WSS_POS_ATTN (low level) (Continuing Ed Only)		ARGOS_LAB_ATTENDANCE
	STU_DIVISION_OFFICES		STU_REHIRE_RIGHTS				ARGOS_NON_CREDIT
	STU_EVENTS_MGMT		STU_SCHED_UPDATE				ARGOS_PHR200 (Non-Credit only)
	STU_HOLDS		STU_SCHED_VIEW				ARGOS_POSITIVE_ATTENDANCE
	STU_INST_OFFICE (Instruction Office Only)		STU_SCH_CAT_DOWNLOAD		ARGOS_CLASS_SCHEDULE		ARGOS_REGISTRATION_ENROLLMENT
	STU_INST_VAL		STU_SERV		ARGOS_COURSE_CATALOG		ARGOS_ROOM_MANAGEMENT



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The following classes require approval from the Bursar's Office Manager if differs from designated departments or program (signature required)							
Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	STU_BURSAR (Bursar Office Only)		STU_BURSAR_STAFF (Bursar Office Only)		WSS_BURSAR		ARGOS_BURSAR
	STU_BURSAR_FA_TPAY		STU_FINANCE		WSS_PARKING_PERMITS		ARGOS_ACTIVITIES_FEES
	STU_BURSAR_QUERY						
The following classes require approval from the Dean of Counseling if differs from designated departments or program (signature required)							
Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	DW_ADVISOR		DW_SS_DIVISION_ASSOC_DEANS		STU_COUN_ADMIN		WSS Advisor Tab (update SIAINST)
	DW_COUNSELOR		DW_SS_FINAID_DIRECTOR		STU_COUN_CLERICAL_FRNT_CNTR		
	DW_FINAID_ADVISOR		DW_STUDENT_SERVICES_DEANS		STU_COUN_PROGRAMS		
	DW_INSTRUCTION_DIVISION		STU_ADVISOR		STU_COUN_STUDENT_FRNT_CNTR		ARGOS_COUNSELING
	DW_SCRIBE		STU_COUNSELING				ARGOS_MOUNTIE_ACADEMIC_PLAN
The following classes require approval from the Director of Institutional Advancement if differs from designated departments or program (signature required)							
Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	GENERAL_REPORTS		STU_BIOTAB_VIEWER_C				ARGOS_INSTITUTIONAL_RESEARCH
	GEN_SURVEY						



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Section 3 - AUTHORIZATION (continued)

By signing below, the supervisor certifies that the access requested is required to carry out the responsibilities of this employee's position and that the Information Technology department will be notified if the employee's duties change during the course of employment at the College.

Signature of Employee's Manager/Supervisor Date Print Name Phone Ext.

Signature of Executive Dean, Instructional Services Date Print Name Phone Ext.

Signature of Dean, Enrollment Management Date Print Name Phone Ext.

Signature of Dean, Counseling and Guidance Date Print Name Phone Ext.

Signature of Director, Financial Aid Date Print Name Phone Ext.

Signature of Director, Institutional Advancement Date Print Name Phone Ext.

Signature of Manager, Bursar's Office Date Print Name Phone Ext.

INFORMATION TECHNOLOGY USE ONLY

UserID Assigned: _____ Created by: _____ Completed / User Notified Date: _____