



# Fashion Institute of Technology

Date \_\_\_\_\_

Computer Center Banner Account Form V5.0

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Computer Username: \_\_\_\_\_

Oracle Password for New accounts: \_\_\_\_\_

(Please change Oracle password on Form GUAPSWD)

**B**anner Role \_\_\_\_\_

**Note:** Access to institutional data is only for the purpose of conducting college business. Employees must abide by applicable laws or policies with respect to access, use or disclosure of information. The confidentiality and privacy of information must be observed at all times. Users will not disclose data to others, except as required by one's job responsibilities.

Additional Objects:

**O**bject Type:

<u>Form/C/COBOL/SQR</u>	<u>Name of Object:</u>	<u>Use:</u> (Query or Maintenance)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SIGN OFFS:**

**DATE:**

Dean/Chair/Director Signature: \_\_\_\_\_

Student System/Academic Affairs: \_\_\_\_\_

Student System/Student Affairs: \_\_\_\_\_

Student System/Bursars Office: \_\_\_\_\_

Financial Aid System: \_\_\_\_\_

Human Resource System: \_\_\_\_\_

Human Resource/Payroll: \_\_\_\_\_

Administrative Computer Center: \_\_\_\_\_

## Instructions for Completing the Banner Access Form

**Date:** Enter the current date.

**Name:** Name of the person requesting the Banner access.

**Department:** The department of the individual that is requesting the Banner access.

**Computer Username:** The VAX username assigned to the person that is requesting the Banner access. If the person has not obtained a username, they should use the scripted terminal in the office of Personnel Administration established for the staff and faculty for username assignment. By following the instructions on the terminal, the individual will obtain a username and password for access to the VAX computer and E-Mail.

**Oracle Password for New Accounts:** The Database Administrator will assign a password that is to be used to gain access to the Oracle Database Management System. This is different than the VAX password and should only be entered when requested when accessing the Banner system. If the individual has access to Banner and currently has an Oracle password, this field will be left blank.

**Banner Role:** Enter the name of the Banner Role which best typifies the task that the individual performs. For assistance in determining the appropriate Banner Role, contact the divisional or departmental “guru”.

**Additional Objects:** If additional objects are required in addition to the requested Banner Role or to the current access that an individual has, list the Form, the Name of the Object and whether the form is to be used for query or maintenance/update.

**Sign Offs:** A minimum of two sign offs are required before sending the form to the Administrative Computer Center. The two sign offs required are from the individual’s Dean/Chair/Director and from the authorized functional representative.

**The authorized functional representatives are:**

**Student System:**

Academic Affairs: Diana Thompson

Student Affairs: Debbie Golopol

Bursars Office: Carl Harrell

Financial Aid System: Minna Friedmann

Personnel Admin System: Laura Solomon

Payroll System: Dennis Sudul