



Banner Request for Access

*Please read the following information carefully for the timeliest processing.
Incomplete forms will be returned.*

REQUIRED:

- A CCD email account **must** be set up and displayed in the Outlook email directory before a Banner account request may be processed.
- Section A is required for **all** requests.
- In addition, complete the relevant section(s) for your request for Banner roles.
- Make sure to gather **all** signatures in the section(s) that you request roles in, before submitting to the valid contact – they are **required**. Read each section carefully to see if your request requires further authorization.

PROCEDURE:

- If requesting access from a single area (e.g. Fiscal), send directly to that department.
 - STUDENT: Ryan Bolen
 - HR/FLAC: Shana Stovall
 - FISCAL/PURCHASING/AR: Emilija Cusack
 - FA: Colleen Seltz
- If requesting access from multiple areas, send to Registrar's office (Ryan Bolen) first; the form will be routed to additional offices as needed.
- This form may be submitted via email, fax or mail. When printing, please omit this instructional page.
- Once submitted and approval is obtained, this form will not be returned to the employee - it will be directly submitted for processing.

For assistance or account requests for the following modules, please contact:

- Student and General Modules, Office of Registration & Records: Ryan Bolen at x3293 or Ryan.Bolen@ccd.edu
- Financial Module, Budget: Emilija Cusack at x3050 or Emilija.Cusack@ccd.edu
- Financial Aid: Colleen Seltz at x6652 or Colleen.Seltz@ccd.edu
- Human Resources: Shana Stovall at x3220 or Shana.Stovall@ccd.edu

For assistance with account status and termination requests:

- Email Information Technology Services at HelpDesk@ccd.edu

Mailing Address: Campus Box 201 | P.O. Box 173363 | Denver, CO 80217

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S#: _____

Need password help?

- To request a password reset, please contact the Banner Help desk at 303-620-HELP (4357), or you may send an email to CCCS-IT Help Desk at CCCS-ITHelpDesk@cccs.edu for assistance in unlocking your account.

Section A (Required for All)

New User Existing User – Banner User ID: _____

Name: _____

S#: _____ Department: _____

Position/Title: _____ Ext: _____

CCD E-Mail: _____

Note: A CCD e-mail account must be setup and displayed in the Outlook e-mail directory before a Banner account request may be processed.

Employee is:

- Permanent Staff Member Student Staff Member (hourly or work-study)**
 Temporary, Limited or Non-Student Hourly Staff Member**

***Student/Temporary Employee: If last date of employment is known, please indicate here:*

_____. *If no date is indicated, user access will be deleted one year from request date.*

I (person needing access), _____, understand that the data contained in the Banner Database is confidential. I also understand that the access I am requesting is for my use in performing my duties and responsibilities. Therefore, **I agree that my User ID and password will NOT be shared with other persons**, and that I am responsible for any accesses logged against my User ID. I also understand that failure to keep my password private and secure may result in termination of my ability to access the Banner Database.

Employee Name: _____

Employee Signature: _____ Date: _____

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Notice for Terminating Access: By signing below, you are aware that you are responsible for terminating access for the employee if s/he is no longer working at CCD or within your department. Notify Information Technology Services at HelpDesk@ccd.edu of termination no later than the employee's last day in the position for which access was originally requested.

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Section B: Financial Aid

- | | | |
|---|---|--|
| <input type="checkbox"/> Financial Aid Director | <input type="checkbox"/> Loan Counselors | |
| <input type="checkbox"/> Financial Aid Assistant Director | <input type="checkbox"/> Student Employee Counselor | |
| <input type="checkbox"/> Financial Aid Assistant Clerical | <input type="checkbox"/> Non-Financial Aid Admin | |
| <input type="checkbox"/> Financial Aid Student Staff | <input type="checkbox"/> Fiscal Officers | |
| <input type="checkbox"/> Financial Aid Counselor | <input type="checkbox"/> Auditors | |
| <input type="checkbox"/> Financial Aid/Acad. Advisor | <input type="checkbox"/> BAN_CCCS_FA_WKSTDY_CLASS | |
| <input type="checkbox"/> BDM: Scan Only | <input type="checkbox"/> BDM: Print/View | <input type="checkbox"/> BDM: Power User |
| <input type="checkbox"/> BDM: Viewer | <input type="checkbox"/> BDM: Processor | |

Financial Aid Director Name: _____

Financial Aid Director Signature: _____ Date: _____

Section C: Student

- | | |
|--|--|
| <input type="checkbox"/> Accessibility Services | <input type="checkbox"/> Department Chair |
| <input type="checkbox"/> Admissions/Records Staff | <input type="checkbox"/> Financial Aid |
| <input type="checkbox"/> Advising Director | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> Advisor/Advising Admin | <input type="checkbox"/> FLAC |
| <input type="checkbox"/> Call Center/Information Desk | <input type="checkbox"/> Information Technology Services |
| <input type="checkbox"/> Concurrent Enrollment | <input type="checkbox"/> Institutional Research |
| <input type="checkbox"/> Course Scheduler/Office Manager | <input type="checkbox"/> Lead Instructor |
| <input type="checkbox"/> Instruction Dean | <input type="checkbox"/> Navigate |
| <input type="checkbox"/> Dean's Assistant | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Degree Works | <input type="checkbox"/> President's Office |

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- | | |
|--|---|
| <input type="checkbox"/> Portal Helpdesk Admin | <input type="checkbox"/> Student Staff (ORR) |
| <input type="checkbox"/> Program Director | <input type="checkbox"/> Student Staff (Not ORR) |
| <input type="checkbox"/> Recruitment | <input type="checkbox"/> Student Staff (Testing Center) |
| <input type="checkbox"/> Registrar | <input type="checkbox"/> Testing Center |
| <input type="checkbox"/> Student Life | <input type="checkbox"/> Welcome Center |
-
- | | | |
|---|--|---|
| <input type="checkbox"/> BDM: Scan Only | <input type="checkbox"/> BDM: Print/View | <input type="checkbox"/> BDM: Power User |
| <input type="checkbox"/> BDM: Viewer | <input type="checkbox"/> BDM: Processor | <input type="checkbox"/> BDM: Pre Z Transcripts |

Registrar Name: _____

Registrar Signature: _____ Date: _____

Section D: Faculty Load & Compensation (FLAC)

- | | |
|---|--|
| <input type="checkbox"/> FLAC Main User | <input type="checkbox"/> FLAC Rate & Contract Main |
| <input type="checkbox"/> FLAC Reviewer/Approver | <input type="checkbox"/> FLAC PEPFLAC Proc |
| <input type="checkbox"/> FLAC Query Only | <input type="checkbox"/> FLAC HR Approver |

HR Director Name: _____

HR Director Signature: _____ Date: _____

Section E: HR & Payroll

- | | | |
|--|---|---|
| <input type="checkbox"/> Benefits | <input type="checkbox"/> HR Manager | <input type="checkbox"/> Payroll Data Entry |
| <input type="checkbox"/> Compensation | <input type="checkbox"/> HR Payroll Overall | <input type="checkbox"/> Payroll Manager |
| <input type="checkbox"/> Employment | <input type="checkbox"/> HR Technician | <input type="checkbox"/> Position Control w/Fin |
| <input type="checkbox"/> General Forms | <input type="checkbox"/> HR Cert & Degrees | |
-
- | | | |
|---|--|--|
| <input type="checkbox"/> BDM: Scan Only | <input type="checkbox"/> BDM: Print/View | <input type="checkbox"/> BDM: Power User |
| <input type="checkbox"/> BDM: Viewer | <input type="checkbox"/> BDM: Processor | |
| <input type="checkbox"/> HR Confidential (<i>must be approved by HR Director</i>) | | |

HR Director Name: _____

HR Director Signature: _____ Date: _____

Banner Request for Access

S#: _____

Payroll Specialist Name: _____

Payroll Specialist Signature: _____ Date: _____

(Required only if requesting Payroll Roles)

Section F: Finance/Purchasing

If requesting finance or purchasing roles below, list funds and orgs to which the requester will need access (if all, indicate ALL). If additional lines are needed, attach a spreadsheet.

- Fiscal Services will obtain the Purchasing and Controller Signature

Purchasing

- | | | |
|--|--|--|
| <input type="checkbox"/> P-Card Acct Mgr | <input type="checkbox"/> P-Card Holder | <input type="checkbox"/> Purchasing Tech |
| <input type="checkbox"/> P-Card Admin | <input type="checkbox"/> P-Card Tech | <input type="checkbox"/> Receiving |
| <input type="checkbox"/> P-Card Business Mgr | <input type="checkbox"/> Purchasing Supervisor | |

Finance/Accounts Receivable

- | | | |
|---|---|--|
| <input type="checkbox"/> AR Supervisor | <input type="checkbox"/> Third Part Coordinator | <input type="checkbox"/> Controller Query |
| <input type="checkbox"/> Billing Coordinator | <input type="checkbox"/> College Controller | <input type="checkbox"/> Data Entry |
| <input type="checkbox"/> Cashier | <input type="checkbox"/> Assistant Controller | <input type="checkbox"/> Grant Entry |
| <input type="checkbox"/> Collections Coordinator | <input type="checkbox"/> Accountant | <input type="checkbox"/> Labor Redistribution |
| <input type="checkbox"/> Inquiry User | <input type="checkbox"/> AP Supervisor | <input type="checkbox"/> Fixed Assets Supervisor |
| <input type="checkbox"/> Lead Cashier | <input type="checkbox"/> Accounts Payable Tech | <input type="checkbox"/> Fixed Assets Tech |
| <input type="checkbox"/> Refund Coordinator | <input type="checkbox"/> Budget Director | |
| <input type="checkbox"/> Org Owner <i>(Gives Access to Budget Banner Screens)</i> | | |

Dean/Supervisor Name: _____

Dean/Supervisor Signature: _____ Date: _____

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Controller Name: _____

Controller Signature: _____ Date: _____
(REQUIRED only if requesting Finance/Accounts Receivable Roles)

Purchasing Specialist Name: _____

Purchasing Specialist Signature: _____ Date: _____
(REQUIRED only if requesting Purchasing Roles)

Section G: Workflow and Portal

Note: Some access listed here may require HR or FLAC Approval – if indicated, please obtain proper authorization

Work Flow

- Leave Approver **(goaeacc, Worklist portal role)
- FLAC Assigner***(goaeacc, Workload & Worklist portal role)
- FLAC Approver***(goaeacc, Workload & Worklist portal role)
- FLAC Org Owner***(goaeacc, Workload & Worklist portal role)

Portal Roles

- Portal Help Desk Admin Access
- Employee E-mail SSO Fac/Staff e-mail icon
- Time Approval Supervisor** Timesheet approval
- Time Report** Timesheet entry
- Worklist** Leave approval & FLAC Roles

HR Director Name: _____

HR Director Signature: _____ Date: _____