

Banner Administrative Pages Account Request Form

(A hard-copy version of this form may be downloaded at <http://www.plu.edu/helpdesk/documents-forms/home.php>)

Banner is the administrative database which stores all PLU student, employee and budgetary information. Completion of this form is required for any PLU employee who requires access to Banner Administrative Pages. Access to another department's data must be approved by the data custodian of that department.

Name of Account Holder: (last, first middle)		ePass User Name:		PLU ID #:	
Employee Job Title:		Department:		Employee Status:	
Requestor Email:		Current or former employee with same level access:		Job Title of current or former employee with same level access:	
Name of Supervisor:		Supervisor Ext:			
SSN Access:		Retrieve Access:		Financial Services SSB Tab Access:	
				Faculty Services SSB Tab Access:	

Additional comments on your data/information access requirements:

I understand that I am being given access to sensitive University data and will not abuse this by using or modifying the data in any way not directly related to University needs. I understand that [FERPA](#) applies to student records in Banner. I agree that I will not allow anyone to access my account by giving them my password. If I leave PLU or change departments, I will notify Information and Technology Services so that the account can be modified, as required.

Signature of Account Holder _____ **Date** _____

For Department Head only

****Student Employees:** If Windows access is needed, a separate helpdesk ticket must be submitted under the ticket type "Student Employee Account Request".

I request an account be created in the Banner system for the employee listed above. I give permission for this person to have access to my departmental data. I understand that by allowing such access, I am giving the employee the ability to read and perhaps modify sensitive University data.

Signature of Department Head _____ **Date:** _____

Once signed, please scan (or photo) and attach to a Helpdesk Ticket under Banner and Administrative Systems → Place a Banner Request (link: [PLU Help Desk](#))