APPLICATION FOR BANNER SERVICES
~COMMON FORM~

Instructions: Applicant completes sections 1 and 2, signs form, and forwards to administrative supervisor. Administrative supervisor completes section 3, signs form, and forwards to data custodian.

Section 1: APPLICANT'S INFORMATION

Name (last, first, mid int.): ___________________________ Extension: ___________________________

Banner Dept. Name: ___________________________ YSU E-mail Address: ___________________________

Banner ORG Number: ___________________________ Job Title: ___________________________

List primary and secondary job-related functions for requested access.

NOTE: Do not use this form for data entry. Use Common Form in Step 2 instead.

Employment Status: □ Full-time Faculty □ Part-time Faculty □ Full-time Staff □ Part-time Staff
□ Graduate Interns/Assistant □ Student Assistant

Section 2: APPLICANT'S BANNER ACCOUNT STATUS AND ACCEPTABLE USE AGREEMENT

[ ] None; new user requesting Banner account for first time.

Your Internet Native Banner (INB) ID is the same as your YSU e-mail account. Your Self-Service Banner (SSB) ID is identified in Section 4 below. See Information Form for password/PIN guidelines and initial assignment.

[ ] Current applicant requesting additional / change in existing access rights.

[ ] Delete applicant.

[ ] Other - Explain: __________________________________________________________________________

Applicant's Signature*: ___________________________ Date: ________________

*Use of this account is to be consistent with University Policy 4009.01 and Ohio Revised Code 2913. Your signature above indicates that your use of this account will comply with all policies and laws governing the confidentiality of student and employee data. Violations, including improper use of system resources, will result in legal and/or disciplinary action which may include dismissal. You are solely responsible for activity on this account. The sharing of User IDs and passwords is prohibited and is not considered proper authorization for use. Account activity is monitored.

Section 3: BANNER SYSTEM REQUESTED ACCESS RIGHTS AND APPROVALS

Banner Systems / Data Custodians

[ ] Finance (K. Davidson, Financial Services) [ ] Student (J. Herman, Registration)
[ ] Human Resources, incl Payroll (A. Yanniello, Human Resources)
[ ] Financial Aid (E. Ruse, Financial Aid)
[ ] Advancement (P. Balent, University Development)

WebFocus Reporting System (check only one per system)

[ ] Create [ ] Run [ ] None
[ ] Create [ ] Run [ ] None
[ ] Create [ ] Run [ ] None
[ ] Create [ ] Run [ ] None

Administrative Supervisor

Print (last, first, middle initial)
(e.g. Dept. Head):
(Signature)

Date: ________________

Extension: ________________

Section 4: ASSIGNMENT OF APPLICATION SSB ID (To be completed by Computer Services)

SSB ID: Y __ __ __ __ __ __ __ __ __ __

Application Completion
Signature: ___________________________ Date: ___________________________
**NON-FINANCIAL MANAGER (General Finance User)**

Section 1: List all FUND/ORGs to which access is requested; checkmark access rights to be granted.

<table>
<thead>
<tr>
<th>FUND (6-digits)</th>
<th>ORG (6-digits)</th>
<th>Query only</th>
<th>Post Requisitions and Budget Transfers</th>
<th>Delete Access FUND/ORG</th>
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**FINANCIAL MANAGER (Complete one or more sections below ONLY if requesting Approval Authority.)**

Section 2a: REPLACE CURRENT FINANCIAL MANAGER

- [ ] Permanent
- [ ] Temporary

Change Authority From / Remove:

- Effective Date: Beginning ____________ Ending (if applicable) ____________

<table>
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<tr>
<th>FUND (6-digits)</th>
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Section 2b: ADDITIONAL FINANCIAL MANAGER

- [ ] Permanent
- [ ] Temporary

- Effective Date: Beginning ____________ Ending (if applicable) ____________

**FUND / ORG title**

- [ ]

Note: Do not use this form for Data Entry. See Finance form in Step 2.

Section 2c: NEW FUND/ORG

- [ ] Permanent
- [ ] Temporary

- Effective Date: Beginning ____________ Ending (if applicable) ____________

**FOR INTERNAL USE ONLY**

- Assigned Classes: [ ] DEPT [ ] OTHER
- ODS: [ ] Add [ ] Delete
- Finance Security Officer Initials ______________ Date ______________
- Data Custodian Approval ______________ Date ______________
- Distribution: General Acctg / Grants Acctg / Budget – Accounts Payable – Materials Management