



MANHATTAN COLLEGE



COLLEGE OF MOUNT SAINT VINCENT

BANNER ACCESS FORM

This form must be completed and signed by an employee's supervisor or head of the department. Before an employee is granted access to Banner, they will be required to read the Banner Navigation Manual and/or attend any functional training necessary for data entry maintenance.

Employee Last Name \_\_\_\_\_

Employee First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_

Please check all that is applicable:

- Faculty       Staff       Student       Other \_\_\_\_\_
- Full Time       Part Time       Temporary
- Query       Data Maintenance

Place a check mark besides the modules required for this user.

- Admissions       Financial Aid
- Accounts Receivable       General Student Records
- Accounts Payable       Housing
- Purchasing       Registration
- Course Catalog/Scheduling       Transcripts
- Faculty Load       Human Resources

This is to certify that the modules requested above are needed for this employee's position and responsibilities. I understand that it is my responsibility to inform Computer Services if the employee's duties or employment change during the course of his/her employment.

Signature of Employee's Supervisor or Head of Department:

\_\_\_\_\_

Date \_\_\_\_\_ Ext. \_\_\_\_\_