**Banner General System Application / Authorization**

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| **Section 1: Applicant / Banner User Profile Information**  Name (Please Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Last Name First Name  Position Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CSM CWID:\_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_  Are you transferring departments or a returning employee/staff/faculty member? Yes / No (circle one)  Are you a student employee? Yes / No (circle one)  Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location (Building):\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room Number:\_\_\_\_\_\_\_\_\_  *I understand and agree that I will use my Banner username for legitimate administrative use only, and will use it in compliance with all applicable MINES Information Technology Policies. (https://www.mines.edu/policy-library/information-technology) I will not share it with others and I understand that misuse may result in disciplinary action.*  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_ |
| **Section 2: Access to Banner Administrative Systems**  In addition to this Application for a Banner username request, you will need to complete one or more of the following forms and complete the required training sessions.  For the Finance System  Attendance at the Banner Introduction course and Processing Financial Transactions course.  For the Human Resources System (HR/Payroll)  **Web Time Approver: Yes / No (circle one)**  **EPAF Approver: Yes / No (circle one)**  Attendance at the Banner Introduction course and HR/Payroll Concepts and Query course.  For the Student Information System (SIS)  Attendance at the Banner Introduction to SIS course. |
| **Section 3: Department Head Authorization**  I hereby approve the request for a General Banner Username for this employee.  Name (Please Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_ |
| **Section 4: ES – Application Administration**  Date:\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_  Banner Username Assigned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Instructions**

This authorization form is needed by the Banner office in order provide you with a Banner username and password. The prerequisite for receiving a Banner Username is hands-on training. The Banner username and password assigned when this form is processed grants NO ACCESS to the Banner database. You must complete one or more of the associated applications in Section 2 of this form to acquire privileges to query or post to the database.

**When completed, submit to CCIT-Enterprise System Application Administration team at ccit\_aa\_team@mines.edu**