STOCKTON UNIVERSITY | INFORMATION TECHNOLOGY

BANNER ACCOUNT REQUEST FORM

SECTION 1a
Use of this Form

Form Information

STEP 1 Applicant/User completes Section 1b and gives the form to their Unit Manager.

STEP 2 Unit Manager completes Section 2 and sends the form to the appropriate Banner Custodian for authorization. **Please see the Banner Screen/Form reference table on the reverse of this form for reference.** If it is still unclear as to which custodians are required, please contact information.security@stockton.edu for assistance.

STEP 3 Banner Custodians submit the form to Information Security for the requested actions to be taken.

SECTION 1b
To be completed by the Requestor

Personal Identification and Information

Last Name

Z-Number: Z

First Name

Username

| Staff | Faculty | Adjunct | TES | Student Worker | Affiliate |

I have read, understand, and will abide by the rules set forth in the Information Technology Services Standards. www.stockton.edu/acceptable-use

Requestor Signature _____ Date _____

SECTION 2
To be completed by Manager/Supervisor

Request Details

Type of Request

| Create New Account | Change Account | Remove Account |

Clone Access From User? Yes, Username: _____

SELECT ALL RELEVANT MODULES

Finance	Mary.Hughes@stockton.edu	Alumni	Cynthia.Crager@stockton.edu
HR	Joanna.Inferrara@stockton.edu	Financial Aid	Nancy.Martorano@stockton.edu
		Bursar	Ryan.Terrell@stockton.edu
Student	Karen.Diemer@stockton.edu	Banner General	Walead.Abdrabouh@stockton.edu

Screens Required (if not cloning access from another user) _____

Argos Access	(if checked) Argos Reports Required
BDM Access	(if checked) BDM Access Required
DegreeWorks Access	(if checked)	Advisors without Exceptions	Advisors	Registrar

Budget Unit Manager _____ Department _____

Manager Signature _____ Date _____

SECTION 3

Banner Custodian Authorization

MANAGERS ARE TO SUBMIT FORM DIRECTLY TO INB MODULE CUSTODIANS TO BE AUTHORIZED

AUTHORIZATION IS REQUIRED BEFORE ANY CHANGES ARE APPLIED BY INFORMATION SECURITY

Mary Hughes (Finance) _____ Date _____

Cindy Crager (Alumni) _____ Date _____

Jo-Anna Inferrara (HR) _____ Date _____

Nancy Martorano (Financial Aid) _____ Date _____

Ryan Terrell (Bursar) _____ Date _____

Karen Diemer (Student) _____ Date _____

Walead Abdrabouh (Banner General) _____ Date _____

STILL HAVE QUESTIONS?

If you have any questions about this form:
Please call x4779 or email information.security@stockton.edu

SECTION 1c
Information

Banner Object/Form Prefix-to-Custodian Reference

The forms/objects that your department use have a naming convention that will help identify to which Banner Custodian need to approve the access requested.

Form/Object Prefix	System	Custodian
A	Alumni/Development	Cindy Crager
F	Finance	Mary Hughes
G, C, E, M	General	Walead Abdrabouh
N, P	Human Resources	Jo-Anna Inferrera
R	Financial Aid	Nancy Martorano
S	Student	Karen Diemer
T	Bursars	Ryan Terrell

For example:

- The form GOAEMAL begins with "G," therefore it is a General form and the request should be submitted to the General custodian system for approval.

- The form SPAIDEN begins with "S," therefore it is a Student form and the request should be submitted to the Student system custodian for approval.

SECTION 1d
Information

Special Account Requests

For all special account creation or access requests, please contact Information Security prior to filling out this form. Special accounts include but are not limited to:

- GODDTOP access

- Special Purpose Accounts

STILL HAVE QUESTIONS?

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Stockton University
Banner Account Request Form
Version 4.3 - 03/27/2024
Office of Information Security
information.security@stockton.edu