

SECTION 1a Use of this Form	Form Information
	<p>STEP 1 Applicant/User completes Section 1b and gives the form to their Unit Manager.</p> <p>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.</p> <p>STEP 3 Banner Custodians submit the form to Information Security for the requested actions to be taken.</p>

SECTION 1b To be completed by the Requestor	Personal Identification and Information				
	Last Name		Z-Number		
	First Name		Username		
	Staff	Faculty	Adjunct	TES	Student Worker
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.Inferrera@stockton.edu	Financial Aid	Nancy.Martorano@stockton.edu
	Student	Joe.LoSasso@stockton.edu	Bursar	Thomas.Roth@stockton.edu
			Banner General	Walead.Abrabouh@stockton.edu
Screens Required (if not cloning access from another user) _____				
Report Access (if checked) Reports Required _____				
BDM Access (if checked) BDM Access Required _____				
Budget Unit Manager		Department		
Manager Signature _____			Date _____	

SECTION 3 MANAGERS ARE TO SUBMIT FORM DIRECTLY TO INB MODULE CUSTODIANS TO BE AUTHORIZED AUTHORIZATION IS REQUIRED BEFORE ANY CHANGES ARE APPLIED BY INFORMATION SECURITY	Banner Custodian Authorization			
	Mary Hughes (Finance)	Date	Cindy Crager (Alumni)	Date
	Jo-Anna Inferrera (HR)	Date	Nancy Martorano (Financial Aid)	Date
	Joe LoSasso (Student)	Date	Thomas Roth (Bursar)	Date
			Walead Abrabouh (Banner General)	Date

STILL HAVE QUESTIONS?	<p>If you have any questions about INB access or this form:</p> <p>Please call x4779 or email information.security@stockton.edu</p>
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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	Joe LoSasso
T	Bursars	Thomas Roth

For example:

- The form GOEMAL begins with "G," therefore it is a General form and the request should be submitted to Walead Abdrabouh for approval.
- The form SPAIDEN begins with "S," therefore it is a Student form and the request should be submitted to Joe LoSasso for approval.

SECTION 1d
Information

Password Mapping

The following business systems use passwords from the corresponding password source:

System	Password To Use
Banner 9	Single Sign-On
E-Print	INB 8
Discoverer	INB 8
Workflow	Single Sign-On

SECTION 1e
Information

Reporting Requests

The Discoverer reporting tool uses the following End User Layers (EULs). Please note which EUL is required when making a request for reporting access on this form.

End User Layer	
ADMISSIONS	PAYROLL
FINANCE	SATURN
FAISMGR	INSTR
FIMSMGR	TAISMGR
ALUMNI	HISTORY
COMP	

SECTION 1f
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:

- Hold Accounts (HACAD, HCASH, etc.)
- Special Purpose Accounts (ALUMNI_HOLDER, etc.)

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