

Kent State University
Request for Banner Advancement

Instructions: Complete Section 1 and FAX and FAX to the attention of Kat Abel at 330-672-3049. Contact Access Management for assistance at 330-672-1366.

Section 1 - User information, to be completed by requesting unit security administrator

(A) Employee Information

Employee Name _____ Campus phone _____
Department _____ Position/Title _____
Flashline User ID _____@kent.edu Banner ID _____

(B) Access requirements

Request type (check one): Add User, Remove User, Replace Permissions, Additional Access
Access to (check all that apply): Production Test _____ (instance)
Job functions (check all that apply): Development Officer (SSB), SQL Reports
Purpose for access _____

(C) Unit Authorization

Unit Security Admin Name _____
Unit Security Admin Signature _____ Date _____

NOTE: A signed confidentiality agreement must accompany this request unless the user has already submitted one.

Section 2 - Security classes, to be completed by the Advancement data steward

- | | | |
|---|---|---|
| <input type="checkbox"/> BAN_ALUMNI_ALL_VAL_QUERY_C | <input type="checkbox"/> BAN_ALUMNI_GIFT_MAINT_C | <input type="checkbox"/> BAN_ALUMNI_SCHOLARSHIP_QUERY_C |
| <input type="checkbox"/> BAN_ALUMNI_ALTID_SEARCH_C | <input type="checkbox"/> BAN_ALUMNI_GIFT_QUERY_C | <input type="checkbox"/> BAN_ALUMNI_SECR_C |
| <input type="checkbox"/> BAN_ALUMNI_C | <input type="checkbox"/> BAN_ALUMNI_GIFT_VAL_MAINT_C | <input type="checkbox"/> BAN_ALUMNI_SOLOORG_MAINT_C |
| <input type="checkbox"/> BAN_ALUMNI_CAMPAIGN_MAINT_C | <input type="checkbox"/> BAN_ALUMNI_GIVING_QUERY_C | <input type="checkbox"/> BAN_ALUMNI_SOLOORG_QUERY_C |
| <input type="checkbox"/> BAN_ALUMNI_CAMPAIGN_QUERY_C | <input type="checkbox"/> BAN_ALUMNI_IS_SUPPORT_C | <input type="checkbox"/> BAN_ALUMNI_SOLOORG_VAL_MAINT_C |
| <input type="checkbox"/> BAN_ALUMNI_CAMPAIGN_VAL_MANT_C | <input type="checkbox"/> BAN_ALUMNI_KSU_JOBS_C | <input type="checkbox"/> BAN_ALUMNI_SUPER_MAINT_C |
| <input type="checkbox"/> BAN_ALUMNI_CONS_MAINT_C | <input type="checkbox"/> BAN_ALUMNI_LOOKUP_QUERY_C | <input type="checkbox"/> BAN_ALUMNI_UPDATE_MAINT_C |
| <input type="checkbox"/> BAN_ALUMNI_CONS_QUERY_C | <input type="checkbox"/> BAN_ALUMNI_MEMBER_MAINT_C | <input type="checkbox"/> BAN_ALUMNI_VRMaint_C |
| <input type="checkbox"/> BAN_ALUMNI_CONS_VAL_MAINT_C | <input type="checkbox"/> BAN_ALUMNI_MEMBER_QUERY_C | <input type="checkbox"/> BAN_ALUMNI_WORKFLOW_C |
| <input type="checkbox"/> BAN_ALUMNI_DATALOAD_MAINT_C | <input type="checkbox"/> BAN_ALUMNI_MEMBER_VAL_MAINT_C | <input type="checkbox"/> BAN_JOBSub_RUN_C |
| <input type="checkbox"/> BAN_ALUMNI_DATALOAD_VAL_MANT_C | <input type="checkbox"/> BAN_ALUMNI_ORG_MAINT_C | <input type="checkbox"/> BAN_JOBSub_MAINT_C |
| <input type="checkbox"/> BAN_ALUMNI_DEPT_USER_QUERY_C | <input type="checkbox"/> BAN_ALUMNI_ORG_QUERY_C | <input type="checkbox"/> BAN_NAVIGATION_C |
| <input type="checkbox"/> BAN_ALUMNI_EVENT_MAINT_C | <input type="checkbox"/> BAN_ALUMNI_ORG_VAL_MAINT_C | |
| <input type="checkbox"/> BAN_ALUMNI_EVENT_QUERY_C | <input type="checkbox"/> BAN_ALUMNI_POPLET_MAINT_C | |
| <input type="checkbox"/> BAN_ALUMNI_EVENT_VAL_MAINT_C | <input type="checkbox"/> BAN_ALUMNI_POPLET_QUERY_C | <input type="checkbox"/> SQL REPORTS |
| <input type="checkbox"/> BAN_ALUMNI_EXTRACT_C | <input type="checkbox"/> BAN_ALUMNI_PROSPECT_MAINT_C | |
| <input type="checkbox"/> BAN_ALUMNI_FINANCE_QUERY_C | <input type="checkbox"/> BAN_ALUMNI_PROSPECT_QUERY_C | |
| <input type="checkbox"/> BAN_ALUMNI_GENACCESS_MAINT_C | <input type="checkbox"/> BAN_ALUMNI_PROSPECT_VAL_MANT_C | |

Data Steward Signature _____ Date _____

Section 3 - To be completed by Information Services

Completed by _____ Date _____

- Verify confidentiality agreement, Grant approved access, Notify dept security administrator, Notify data steward

Kent State University

Request for Banner Advancement Access Instructions

When to use this form

The *Request for Banner Advancement Access* form must be completed for any Banner Advancement access creation or deletion, and any time a modification is required for an existing user's access rights in Banner Advancement.

How to use this form

Section 1 of the form should be completed by the user's departmental security administrator, and then submitted to the University Development and Relations & Institutional Advancement security administrator using the instructions printed in the upper right hand corner of the form.

When submitting a request for a user who does not currently have access to Banner Advancement:

Provide all information requested in Section 1, selecting "Create User" on the "Request Type" line.

When submitting a request to remove access for a user who already has access to Banner Advancement:

Provide all information requested in Section 1, selecting "Remove User" on the "Request Type" line.

When submitting a request to modify the rights granted to a user who already has access to Banner Advancement:

Provide all information requested in Section 1, selecting "Replace Permissions" on the "Request Type" line, and then describe the requested change on the "Special Instructions" line.

What to expect

Once the completed form is submitted, the University Development and Relations & Institutional Advancement security administrator will review the request and assign system rights to the user in Section 2. If the request type is Create or Remove, University Development and Relations or Institutional Advancement VP approval will be obtained. The form will then be submitted to the Information Services security administrator in Data Center Operations Production Support. If the request type is Create or Remove, the Information Services VP approval will be obtained. When all necessary approvals are collected, the request will be processed by the Information Services security administrator. To confirm completion of the request, an email notification will be sent by the Information Services security administrator, addressed to the University Development and Relations & Institutional Advancement security administrator, the requesting department's security administrator, and the end user.

Help with specific form elements

In Section 1, Part A:

Flashline User ID _____ @kent.edu	Assignment Dates _____
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Status (check one):	FT/PT on payroll,	Temp on payroll,	Temp ext. agency,
	Student.	Other	

Status" refers to the user's employment status at Kent State University. "Assignment Dates" refers to the beginning and end date of the user's employment. Both fields are required.

- FT/PT on payroll indicates a full or part time employee paid out of the University payroll
- Temp on payroll indicates a temporary employee paid out of the University payroll
- Temp ext. agency indicates a temp paid through an external agency instead of the University payroll
- Student indicates a student employee
- Other used to indicate any other type of arrangement such as an external consultant

In Section 1, Part B:

Job functions (check all that apply):	Development Officer (SSB),	SQL Reports
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"Job functions" are duties commonly performed by users with access to Banner Advancement. They are provided as a shortcut to help describe a user's access requirements. If the user has additional requirements that are not listed here, or are not obvious based on the listed department name and title, include these in the lines marked "Special instructions / other requirements".

- Development Officer (SSB) User is a development officer and only requires Self Service Banner access, not Internet Native Banner
- SQL Reports User requires access to run Microsoft Access reports (this additionally requires Submission of an Open Database Connectivity (ODBC) Security Agreement form)