

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

(A) Employee Information

Employee Name \_\_\_\_\_ Campus phone \_\_\_\_\_  
Department \_\_\_\_\_ Position/Title \_\_\_\_\_ End Date \_\_\_\_\_  
Flashline User Name \_\_\_\_\_@kent.edu University ID Number \_\_\_\_\_

(B) Access requirements

Request type (check one):  Add User,  Remove User,  Replace Permissions,  Additional Access

Access to (check all that apply):  Test \_\_\_\_\_ (instance)

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 profiles, to be completed by data steward for appropriate business unit**

REGISTRAR - Gail Rebeta / Lynette Johnson (Michael Schwartz Center)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> ST_REGS_01_REG_OFF_ADMIN       | <input type="checkbox"/> ST_REGS_30_ADV_PROSP_MGT_VIEW  | <input type="checkbox"/> ST_GSTU_14_PASS_STU_EMPLOYEE   |
| <input type="checkbox"/> ST_REGS_02_CURRICULUM_VIEWER   | <input type="checkbox"/> ST_REGS_31_ADV_ALUM_REL_VIEWER | <input type="checkbox"/> ST_GSTU_15_TRANMOD_MAINT       |
| <input type="checkbox"/> ST_REGS_03_SSB_SECURITY_VIEWER | <input type="checkbox"/> ST_REGS_32_RPIE_JOB_SUBMISSION | <input type="checkbox"/> ST_GSTU_16_COHORT_TABLE_MAINT  |
| <input type="checkbox"/> ST_REGS_04_REGISTRAR_POP_SEL   | <input type="checkbox"/> ST_REGS_33_DATE_TABLES         | <input type="checkbox"/> ST_AHIS_01_VIEWER              |
| <input type="checkbox"/> ST_REGS_05_REG_JOB_SUBMISSION  | <input type="checkbox"/> ST_REGS_34_REG_MASS_MAINT      | <input type="checkbox"/> ST_AHIS_02_MAINT_DEGREE_STATUS |
| <input type="checkbox"/> ST_REGS_06_PRIORITY_REG_SETUP  | <input type="checkbox"/> ST_SCHD_01_REG_ADMIN_SCHEDULER | <input type="checkbox"/> ST_AHIS_03_VIEW_TRANSFER_WORK  |
| <input type="checkbox"/> ST_REGS_07_REGISTRAR_SUPER_USR | <input type="checkbox"/> ST_SCHD_02_REGISTRAR_SCHEDULER | <input type="checkbox"/> ST_AHIS_04_MAINT_QUALIFY_PAPER |
| <input type="checkbox"/> ST_REGS_08_VIEWER              | <input type="checkbox"/> ST_SCHD_05_SCHEDULE_VIEWER     | <input type="checkbox"/> ST_AHIS_05_MAINT_INST_COURSES  |
| <input type="checkbox"/> ST_REGS_09_MAINT_REGISTRATION  | <input type="checkbox"/> ST_SCHD_06_BURSAR_FEE_SCHEDULR | <input type="checkbox"/> ST_AHIS_06_MAINT_GRADUATION    |
| <input type="checkbox"/> ST_REGS_10_MAINT_OVERRIDE_PERM | <input type="checkbox"/> ST_SCHD_07_FLAC_MAINT          | <input type="checkbox"/> ST_AHIS_07_REQUEST_TRANSCRIPTS |
| <input type="checkbox"/> ST_REGS_14_MAINT_ALTERNATE_PIN | <input type="checkbox"/> ST_SSVCS_01_MAINT_SUPPORT_SVCS | <input type="checkbox"/> ST_AHIS_08_REG_SUPER_USER      |
| <input type="checkbox"/> ST_REGS_16_MAINT_SSB_SECURITY  | <input type="checkbox"/> ST_GENP_02_KSUVIEW_MATCH       | <input type="checkbox"/> ST_AHIS_09_GRAD_APP_MAINT      |
| <input type="checkbox"/> ST_REGS_17_RC_JOB_SUBMISSION   | <input type="checkbox"/> ST_GSTU_01_VIEWER              | <input type="checkbox"/> ST_AHIS_10_REG_SUPER_REQ_TRANS |
| <input type="checkbox"/> ST_REGS_18_REG_BURSAR_VIEW     | <input type="checkbox"/> ST_GSTU_02_MAINTAIN_ADVISORS   | <input type="checkbox"/> ST_VISTA_01_RESEARCH_VIEWER    |
| <input type="checkbox"/> ST_REGS_19_BURSAR_MAINT_WTHDRL | <input type="checkbox"/> ST_GSTU_04_MAINT_SPORTS_CODES  | <input type="checkbox"/> ST_SSB_01_SECURITY_MAINT       |
| <input type="checkbox"/> ST_REGS_20_GEN_PERSON_VIEWER   | <input type="checkbox"/> ST_GSTU_05_MAINT_ATTR_COHORTS  | <input type="checkbox"/> ST_SSB_02_SECURITY_VIEW        |
| <input type="checkbox"/> ST_REGS_21_ENROLL_VERIFICATION | <input type="checkbox"/> ST_GSTU_06_MAINT_APPOINTMENTS  | <input type="checkbox"/> IN ADDRESS MANAGER             |
| <input type="checkbox"/> ST_REGS_22_REG_FIN_AID_VIEWER  | <input type="checkbox"/> ST_GSTU_07_MAINTAIN_CURRICULA  | <input type="checkbox"/> SSB ADVISOR ACCESS             |
| <input type="checkbox"/> ST_REGS_23_ISHELPDESK_VIEWER   | <input type="checkbox"/> ST_GSTU_08_MAINT_QUICK_ADMITS  | Registration Ability? Y N                               |
| <input type="checkbox"/> ST_REGS_24_MAINT_HEIWALK       | <input type="checkbox"/> ST_GSTU_09_REGISTRAR_SUPER_USR | Non-Course  |
| <input type="checkbox"/> ST_REGS_25_ROSTER_VIEWER       | <input type="checkbox"/> ST_GSTU_10_MAINT_GRAD_STU_TRCK | Requirement Update? Y N                                 |
| <input type="checkbox"/> ST_REGS_26_ICA_JOB_SUBMISSION  | <input type="checkbox"/> ST_GSTU_11_MAINT_EDUC_BACKGRND | Alternate PIN Update? Y N                               |
| <input type="checkbox"/> ST_REGS_27_MAINT_ADDR          | <input type="checkbox"/> ST_GSTU_12_MAINT_BASIC_CURRIC  |   |
| <input type="checkbox"/> ST_REGS_28_PASS_JOB_SUBMISSION | <input type="checkbox"/> ST_GSTU_13_MAINT_STUDENT_ACTIV |   |
| <input type="checkbox"/> ST_REGS_29_ADV_SS_DENTRY_VIEW  |   |   |

Data steward signature \_\_\_\_\_

Date \_\_\_\_\_

Flashline User ID \_\_\_\_\_@kent.edu

Request Date \_\_\_\_\_

**ADMISSIONS – Brian Pekarek (208 Michael Schwartz Center)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> ST_ADMS_02_VIEWER             | <input type="checkbox"/> ST_ADMS_10_INTERNTL_SUPER     | <input type="checkbox"/> ST_ADMS_16_PROCESSOR_LIMITED   |
| <input type="checkbox"/> ST_ADMS_03_TEST_SCORES_ONLY   | <input type="checkbox"/> ST_ADMS_11_ADM_ADMINISTRATOR  | <input type="checkbox"/> ST_ADMS_17_APPLICATION_SUPPORT |
| <input type="checkbox"/> ST_ADMS_05_VIEW_EDUC_BACKGRND | <input type="checkbox"/> ST_ADMS_13_REGISTRARS         | <input type="checkbox"/> ST_ADMS_18_VIEW_COUNSELOR      |
| <input type="checkbox"/> ST_ADMS_07_PROCESSOR          | <input type="checkbox"/> ST_ADMS_14_FULL_ACCESS        | <input type="checkbox"/> ST_ADMS_19_GRAD_VIEW_APPINFO   |
| <input type="checkbox"/> ST_ADMS_09_INTERNTL_RECORDS   | <input type="checkbox"/> ST_ADMS_15_GRADUATE_TECHNICAL |   |

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**PROVOST / ACADEMIC AFFAIRS - Therese Tillett / Jennifer Kellogg (Library)**

- |  |  |
|--|--|
| <input type="checkbox"/> ST_CTLG_01_PROVOST_ADMIN      | <input type="checkbox"/> ST_CTLG_02_PROVOST_DATA_ENTRY |
| <input type="checkbox"/> ST_OTHR_02_ACADEMIC_PERSONNEL |  |

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE PLANNING SYSTEM – Joanna Liedel / Yza Melvin(Library)**

- 
- ST\_GPS\_01\_PROVOST\_GPS

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**BURSAR – Kristin Olafsdottir / Chuck Fabian (Michael Schwartz Center)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ST_AR_01_BURSAR_SUPER_USER   | <input type="checkbox"/> ST_AR_08_CASHIER_SUPERVISOR | <input type="checkbox"/> ST_AR_15_REGIONAL_DEPARTMENTS |
| <input type="checkbox"/> ST_AR_02_SUPRVISOR_CASH_MGR  | <input type="checkbox"/> ST_AR_09_CASHIERS           | <input type="checkbox"/> ST_AR_16_OTHER_DEPTS_MAINT    |
| <input type="checkbox"/> ST_AR_03_MGR_COLLECTIONS     | <input type="checkbox"/> ST_AR_10_REG_ADMISS         | <input type="checkbox"/> ST_AR_17_FINAID               |
| <input type="checkbox"/> ST_AR_04_ARS_CLERKS          | <input type="checkbox"/> ST_AR_11_OTHER_DEPARTMENTS  | <input type="checkbox"/> ST_AR_18_FINAID_CALLCTR       |
| <input type="checkbox"/> ST_AR_05_ARO_LOAN_SPECIALIST | <input type="checkbox"/> ST_AR_12_STAFF_BENEFITS     |  |
| <input type="checkbox"/> ST_AR_06_ADMIN               | <input type="checkbox"/> ST_AR_13_ACADEMIC_PERSONNEL |  |
| <input type="checkbox"/> ST_AR_07_KF_CLERK_CK_ASST    | <input type="checkbox"/> ST_AR_14_ADMISSIONS_PSEOP   |  |

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT FINANCIAL AID – Mark Evans / Steven Minnich / Vickie McFarlan (Michael Schwartz Center)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> FA_00_SYSTEMS_MANAGER          | <input type="checkbox"/> FA_14_SAP_SUPPORT_STAFF       | <input type="checkbox"/> FA_29_BURSAR_BASICS_VIEW                        |
| <input type="checkbox"/> FA_00_Tech_STAFF_FULL_Q        | <input type="checkbox"/> FA_15_SCH_SUPPORT_STAFF       | <input type="checkbox"/> FA_30_BURSAR_EFT_LOAN_M                         |
| <input type="checkbox"/> FA_01_SYS_ADMIN_FULL_ACCESS    | <input type="checkbox"/> FA_16_ADMISSION_SUPPORT_STAFF | <input type="checkbox"/> FA_31_ACAD_REGISTRAR_VIEW                       |
| <input type="checkbox"/> FA_02_SYS_SUPRT_LIMITED_ACCESS | <input type="checkbox"/> FA_17_GA_STUDENT_STAFF        | <input type="checkbox"/> FA_32_ADMISSION_VIEW                            |
| <input type="checkbox"/> FA_03_REPORTS_PROCESSES_FULL   | <input type="checkbox"/> FA_18_STUDENT_VERIFICATION    | <input type="checkbox"/> FA_33_CODE_PROM_BANWORX                         |
| <input type="checkbox"/> FA_04_REPORTS_PROCESSES_PART   | <input type="checkbox"/> FA_19_STUDENT_LOAN_PJ         | <input type="checkbox"/> FA_34_ONLINE_AUTO_PROCESS_STAF                  |
| <input type="checkbox"/> FA_05_PRINTING_LETTERS         | <input type="checkbox"/> FA_20_STUDENT_SAP_SCH         | <input type="checkbox"/> FA_35_ONLINE_AUTO_PROCESS_GA                    |
| <input type="checkbox"/> FA_06_LEADERSHIP_STAFF         | <input type="checkbox"/> FA_21_PHONE_STUDENT_STAFF     | <input type="checkbox"/> FA_40_BURSAR_R2T4_MAINT                         |
| <input type="checkbox"/> FA_07_COUNSEORS_STAFF          | <input type="checkbox"/> FA_22_OTHER_STUDENT_STAFF     | <input type="checkbox"/> FA_41_RHACOMM_MAINT                             |
| <input type="checkbox"/> FA_08_LOAN_STAFF               | <input type="checkbox"/> FA_23_REGIONAL_CAMPUS_STAFF_M | <input type="checkbox"/> FA_42_CLSVC_TEMP_PT_LMTD_MAINT                  |
| <input type="checkbox"/> FA_09_GRANT_STAFF              | <input type="checkbox"/> FA_24_REGIONAL_CAMPUS_STAFF_Q | <input type="checkbox"/> FA_43_ATHLETICS_SCH_DONOR_VIEW                  |
| <input type="checkbox"/> FA_10_STUDENT_EMPLOYMENT_STAFF | <input type="checkbox"/> FA_25_FWS_DEPARTMENTS_M       | <input type="checkbox"/> FA_44_SSB_MAINT                                 |
| <input type="checkbox"/> FA_11_VERIF_SUPPORT_STAFF_SUP  | <input type="checkbox"/> FA_26_FWS_DEPARTMENTS_Q       |  |
| <input type="checkbox"/> FA_12_VERIF_SUPPORT_STAFF      | <input type="checkbox"/> FA_27_EMSA_VP_OFFICE          | <input type="checkbox"/> Non-KSU Employee FA Access<br>(For Portal Team) |
| <input type="checkbox"/> FA_13_LOAN_SUPPORT_STAFF       | <input type="checkbox"/> FA_28_BURSAR_REPORTS_PROCESS  |  |

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

Flashline User ID \_\_\_\_\_@kent.edu Request Date \_\_\_\_\_

**STUDENT ACCESSIBILITY SERVICES – Julie DiBiasio /Amy Quillin (DeWeese Health Center)**

- ST\_OTHR\_03\_MAINTAIN\_DISABILITY       ST\_OTHR\_05\_MAINT\_DIS\_ALL       ST\_OTHR\_06\_VIEW\_DISABILITY  
 ST\_SAS\_MED\_MNTCE

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**RESIDENCE SERVICES– Jill Church / David Taylor (Korb Hall)**

- ST\_HOUSING\_01\_ROOM\_ASGN\_MAINT

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**FACILITIES – Matt Rogers (Lowry Hall)**

- ST\_LOC\_MNGT\_MAINT

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**INFORMATION SERVICES - Andrea Nunley (Stewart)**

- STU\_23\_STUDENT\_PROJECT\_MGR       STU\_24\_IS\_TECHNICAL\_STAFF       STU\_25\_SGHE\_STU\_CONSULTANT

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**SECURITY BUSINESS PROFILES**

**ADMAOS\_HOLD MANAGERS**

Security Profile	<input type="checkbox"/>	Business Group	Data Steward	Signature
ST_GENP_01_MAINTAIN_HOLDS	<input type="checkbox"/>	ADMAC_HOLD MANAGERS (Admissions – Ashtabula)	Brian Pekarek	
	<input type="checkbox"/>	ADMECSA_HOLD MANAGERS (Admissions – East Liverpool & Salem)		
	<input type="checkbox"/>	ADMGC_HOLD MANAGERS (Admissions – Geauga)		
	<input type="checkbox"/>	ADMGSM_HOLD MANAGERS (Admissions – Grad Schl of Mngt)		
	<input type="checkbox"/>	ADMEHS_HOLD MANAGERS (Admissions – Educ, Health & Human Svcs)		
	<input type="checkbox"/>	ADMOIA_HOLD MANAGERS (Admissions – International Stu Svcs)		
	<input type="checkbox"/>	ADMRAGS_HOLD MANAGERS (Admissions – RAGS)		
	<input type="checkbox"/>	ADMST_HOLD MANAGERS (Admissions – Stark)		
	<input type="checkbox"/>	ADMTR_HOLD MANAGERS (Admissions – Trumbull)		
	<input type="checkbox"/>	ADMTU_HOLD MANAGERS (Admissions – Tuscarawas)		
	<input type="checkbox"/>	ADM_HOLD MANAGERS (Admissions – UG Kent)		
	<input type="checkbox"/>	BURS_HOLD MANAGERS (Bursar)		Kristin Olafsdottir Chuck Fabian
	<input type="checkbox"/>	DNST_HOLD MANAGERS (Dean of Students)	Shay Little	
	<input type="checkbox"/>	HEAL_HOLD MANAGERS (Health Center)	Angela DeJulius Julie Volcheck	
	<input type="checkbox"/>	JA_HOLD MANAGERS (Judicial Affairs)	Todd Kamenash	
	<input type="checkbox"/>	REG_HOLD MANAGERS (Registrar)	Gail Rebeta Lynette Johnson	
<input type="checkbox"/>	RES_HOLD MANAGERS (Resident Services)	Jill Church David Taylor		
ST_SCHD_04_DEPT_ACAD_SCHEDULER	<input type="checkbox"/>	STU_DEPT_ACADEMIC_SCHEDULER Kent Campus Section Scheduler	Gail Rebeta Lynette Johnson	
ST_SCHD_03_GEN_ACAD_SCHEDULER	<input type="checkbox"/>	STU_GENERAL_ACADEMIC_SCHEDULER Regional Campus Section Scheduler		

**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 Student Instructions

#### When to use this form

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

#### How to use this form

Sections 1 and 2 of the form should be completed by the user's unit security administrator and then distributed to the data steward for each requested profile. After all necessary authorizations are collected, the form should be sent to the Access Management Group for processing.

*When submitting a request for a user who does not currently have access to Banner Student:* Provide all information requested in Section 1, selecting "Add User" on the "Request Type" line.

*When submitting a request to remove access for a user who already has access to Banner Student:* Provide all information requested in Section 1, selecting "Remove User" on the "Request Type" line.

*When requesting additional rights for a user who already has access to Banner Student:* Provide all information requested in Section 1, selecting "Additional Access" on the "Request Type" line. Only the additional security profiles need to be selected in section 2.

*When requesting a change to existing rights for a user who already has access to Banner Student:* Provide all information requested in Section 1, selecting "Replace Permissions" on the "Request Type" line.

**WHEN PROCESSED, THE USER'S EXISTING BANNER STUDENT ACCESS WILL BE REMOVED AND REPLACED WITH THE SECURITY PROFILES MARKED IN SECTION 2.**

Assistance in completing section 2 should be obtained from the security administrator for the authorizing department. For instance, to determine the proper profiles needed for access to admissions functions, contact the security administrator for the Admissions Office.

#### What to expect

Once a completed form is submitted, the Access Management Group will review the request and assign system rights to the user as specified in Section 2. To confirm completion of the request, an e-mail notification will be sent by the Access Management Group to the user's unit security administrator.