

Kent State University
Request for Banner Document Management Suite Access
(Document Imaging/Xtender/BDM)

Instructions: Collect signatures and email form to amgroup_dco@kent.edu or send to Access Management Group (Stewart Hall 231). Call for assistance at 330-672-1366. (Complete instructions on last page in document.)

Section 1 - User information to be completed by requesting department 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)

Purpose for access _____

(C) Departmental Authorization

Dept Security Admin Name _____

Dept Security Admin Signature _____ Date _____

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

Section 2 – Document Imaging groups, to be completed by Application Owner for appropriate business unit

NOTE: When making group selections request only one group per application.

REGISTRAR - Gail Rebeta/Lynette Johnson (Schwartz Center)
Document Types include Archived Student Records previous to 2008, Grade Changes, and Program Changes

Application: B-S-ID (Banner Student Common) – ONLY CHOOSE ONE

- B-S-ID ADMINISTRATOR (REGISTRAR'S OFFICE ONLY - ABILITY TO RESET BATCHES – AN ADMINISTRATIVE PRIVILEGE; CAN SEE BLOCKED DOCUMENTS*)
- B-S-ID POWER USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO MODIFY INDEX VALUES AND SEE BLOCKED DOCUMENTS*)
- B-S-ID SCANNING USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX; CAN SEE BLOCKED DOCUMENTS*)
- B-S-ID READ-PRINT USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT; CAN SEE BLOCKED DOCUMENTS*)
- B-S-ID LTD SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX; CANNOT SEE BLOCKED DOCUMENTS OR MODIFY INDEX VALUES)
- B-S-ID LTD READ-PRINT USERS (ABILITY TO READ AND PRINT; CANNOT SEE BLOCKED DOCUMENTS)
- B-S-ID READ-PRINT COP USERS (ABILITY TO READ AND PRINT ONLY CHANGE OF PROGRAM DOCUMENTS)

*Blocked Documents include deceased and famous student records

Application: B-S-GRADE-ROSTERS (Grade Rosters) – ONLY CHOOSE ONE

- B-S-GRADE-ROSTERS SCANNING USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-GRADE-ROSTERS READ-PRINT USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT)

Application: B-S-NCAA-ELIGIBILITY (Student Driven NCAA Eligibility Documents) – ONLY CHOOSE ONE

- B-S-NCAA-ELIGIBILITY SCANNING USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-NCAA-ELIGIBILITY OUR READ-PRINT USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT)
- B-S-NCAA-ELIGIBILITY ATH READ-PRINT USERS (ATHLETICS - ABILITY TO READ AND PRINT)
- B-S-NCAA-ELIGIBILITY ADMN READ-PRINT USERS (ADMISSIONS - ABILITY TO READ AND PRINT INITIAL ELIG ONLY)

Application: NCAA-ELIGIBILITY-TERM-DOCS (Term Driven NCAA Eligibility Documents) – ONLY CHOOSE ONE

- NCAA-ELIGIBILITY-TERM-DOCS SCANNING USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX)
- NCAA-ELIGIBILITY-TERM-DOCS OUR READ-PRINT USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT)
- NCAA-ELIGIBILITY-TERM-DOCS ATH READ-PRINT USERS (ATHLETICS - ABILITY TO READ AND PRINT)

Application: OCPM-ARCHIVE (Ohio College of Podiatric Medicine Archived Student Files) – ONLY CHOOSE ONE

- OCPM-ARCHIVE ADMINISTRATOR (REGISTRAR'S OFFICE ONLY - ABILITY TO RESET BATCHES – AN ADMINISTRATIVE PRIVILEGE; CAN SEE BLOCKED DOCUMENTS*)
- OCPM-ARCHIVE POWER USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ, PRINT, AND MODIFY INDEX VALUES; CAN SEE BLOCKED DOCUMENTS*)
- OCPM-ARCHIVE SCANNING USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX; CAN SEE BLOCKED DOCUMENTS*)
- OCPM-ARCHIVE READ-PRINT USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT; CAN SEE BLOCKED DOCUMENTS*)
- OCPM-ARCHIVE LTD READ-PRINT USERS (ABILITY TO READ AND PRINT; CANNOT SEE BLOCKED DOCUMENTS OR BLOCKED ROUTING STATUS)

Application: PRE-1979-TRANSCRIPTS (Pre 1979 Transcripts migrated from the Mainframe) – ONLY CHOOSE ONE

- PRE-1979 ADMINISTRATOR (REGISTRAR'S OFFICE ONLY - ABILITY TO RESET BATCHES – AN ADMINISTRATIVE PRIVILEGE; CAN SEE BLOCKED DOCUMENTS*)
- PRE-1979 POWER USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ, PRINT, SCAN, INDEX AND SEE BLOCKED DOCUMENTS*)
- PRE-1979 SCANNING USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX)
- PRE-1979 READ-PRINT USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT; CAN ONLY SEE READ ONLY DOCUMENTS)

Application Owner Signature _____ Date _____

ADMISSIONS – Brian Pekarek (208 Schwartz Center)
Document Types include 2008 and forward admissions documents (Transcripts, Applications, Reference Letters, College Prep Forms, etc.)

Application: B-S-ADMN (Banner Student Admissions) – ONLY CHOOSE ONE

- B-S-ADMN AU READ-ONLY TRANSCRIPT USERS (ABILITY TO READ TRANSCRIPTS ONLY - TYPICAL USERS ARE UNDERGRAD ADVISORS)
- B-S-ADMN AU READ-ONLY USERS (ABILITY TO READ WITH THE EXCEPTION OF SENSITIVE DOCUMENTS*)
- B-S-ADMN AU OIA SCANNING USERS (OIA OFFICE ONLY - ABILITY TO SCAN, INDEX, READ, PRINT, and SEE SENSITIVE DOCUMENTS* and PROTECTED INTERNATIONAL DOCUMENTS)
- B-S-ADMN AU SCANNING USERS (ADMISSIONS OFFICES ONLY - ABILITY TO SCAN, INDEX, READ, PRINT, and SEE SENSITIVE DOCUMENTS*)
- B-S-ADMN AU ADMINISTRATOR (ADMISSIONS OFFICES ONLY - ABILITY TO RESET BATCHES – AN ADMINISTRATIVE PRIVILEGE, SCAN, INDEX, READ, PRINT, and SEE SENSITIVE DOCUMENTS*)
- B-S-ADMN AU OIA READ-ONLY USERS (OFFICE OF INTERNATIONAL AFFAIRS ONLY - ABILITY TO READ and SEE FINANCIAL DOCUMENTATION)
- B-S-ADMN AU EVERSFRING READ-ONLY USERS (EVERSFRING ONLY - ABILITY TO ONLY READ EVERSFRING FILES)
- B-S-ADMN AU LIMITED SCANNING USERS (ADMISSIONS STUDENT EMPLOYEES - ABILITY TO ONLY SCAN, READ, PRINT)
- B-S-ADMN AOS USERS (ADMISSIONS OPERATIONS AND SYSTEMS ONLY - ABILITY TO SCAN, INDEX, READ, PRINT, and SEE SENSITIVE DOCUMENTS*)
- B-S-ADMN CPM SCANNING USERS (ABILITY TO SCAN, INDEX, READ, PRINT, and SEE VERIFIED AND UNVERIFIED CPM APPLICATIONS)
- B-S-ADMN OUR POWER USERS (REGISTRAR ONLY- ABILITY TO READ AND PRINT; CAN SEE SENSITIVE DOCUMENTS*)
- B-S-ADMN OUR READ-PRINT USERS (REGISTRAR ONLY - ABILITY TO READ AND PRINT)

- B-S-ADMN TRANSFER CENTER USERS (TRANSFER CENTER ONLY - ABILITY TO SCAN, INDEX, READ, PRINT, & ANNOTATE)
- B-S-ADMN GRAD SPCL READ-ONLY USERS (ABILITY TO READ ADM DOCS, PERSONAL EXPLANATION STATEMENT; EXCLUDES SENSITIVE DOCUMENTS*)
- B-S-ADMN GRAD SPCL SCANNING USERS (GRAD ADMISSIONS ONLY-ABILITY TO SCAN, INDEX, READ, PRINT ADM DOCS. INCLUDES SENSITIVE DOCUMENTS* and PERSONAL EXPLANATION STATEMENT)

*Sensitive documents include: SSN/Name Change, Financial Documentation, and Residency Requirements

Application Owner Signature _____ Date _____

ACCOUNTS PAYABLE –Emily Hermon/Barb Biltz (Schwartz Center)

Application: B-F-DOCS-KENT (Banner Finance Vendor Payment Documents) – ONLY CHOOSE ONE

- B-F-DOCS-KENT POWER USERS (ABILITY TO RESET BATCHES, AN ADMINISTRATIVE PRIVILEGE)
- B-F-DOCS-KENT SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-F-DOCS-KENT ANNO-REDACT USERS (ABILITY TO ANNOTATE AND REDACT)
- B-F-DOCS-KENT ANNOTATING USERS (ABILITY TO ANNOTATE)
- B-F-DOCS-KENT READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: B-F-PCARD (Purchasing Card Documents) – ONLY CHOOSE ONE

- B-F-PCARD SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-F-PCARD READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: B-F-VENDOR-DOCS (Banner Finance Vendor Setup Documents) – ONLY CHOOSE ONE

- B-F-VENDOR-DOCS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-F-VENDOR-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

ADVISING – Charity Miller/Doug Nehez (The Center for Undergraduate Excellence - Lake/Olson)

Application: B-S-ADVISING (Student Advising Documents) – ONLY CHOOSE ONE

- B-S-ADVISING SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-ADVISING READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

ALUMNI RELATIONS – Karen Plunket (Williamson Alumni Center)

Application: B-F-AP-ALUMNI (Accounts Payable documents for Alumni Relations) – ONLY CHOOSE ONE

- B-F-AP-ALUMNI SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-F-AP-ALUMNI READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

BURSAR – Kristin Olafsdottir (Schwartz Center)

Application: B-S-BURSAR-ARS (Banner Bursar Accounts Receivable) – ONLY CHOOSE ONE

- B-S-BURSAR-ARS POWER USERS (ABILITY TO READ, PRINT, SCAN, INDEX, AND DELETE DOCUMENTS)
- B-S-BURSAR-ARS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-BURSAR-ARS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: B-S-BURSAR-PNS-LOANS (Bursar Perkins, Nursing, and Schell Loans) – ONLY CHOOSE ONE

- B-S-BURSAR-PNS POWER USERS (ABILITY TO READ, PRINT, SCAN, INDEX, AND DELETE DOCUMENTS)
- B-S-BURSAR-PNS-LOANS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-BURSAR-PNS-LOANS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: B-S-BURSAR-SCHOLARSHIPS (Banner Bursar Scholarship Docs) – ONLY CHOOSE ONE

- B-S-BURSAR-SCHOLARSHIPS POWER USERS (ABILITY TO READ, PRINT, SCAN, INDEX, AND DELETE DOCUMENTS)
- B-S-BURSAR-SCHOLARSHIPS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-BURSAR-SCHOLARSHIPS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: B-S-BURSAR-SIS-DATA (Banner Student Bursar Archived Sis Data) – ONLY CHOOSE ONE

- B-S-BURSAR-SIS-DATA POWER USERS (ABILITY TO READ, PRINT, SCAN, INDEX, AND DELETE DOCUMENTS)
- B-S-BURSAR-SIS-DATA SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-BURSAR-SIS-DATA READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: BURSAR-CASHIER (Bursar Cashier Checkout) – ONLY CHOOSE ONE

- B-S-BURSAR-CASHIER POWER USERS (ABILITY TO READ, PRINT, SCAN, INDEX, AND DELETE DOCUMENTS)
- BURSAR-CASHIER SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- BURSAR-CASHIER READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

CAREER SERVICES - Kristin Williams/Keith Smith (Schwartz Center)

Application: B-S-CSC-STU-EMP (Career Service Center Student Employment) – ONLY CHOOSE ONE

- B-S-STU-CSC-EMP SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-STU-CSC-EMP READ-PRINT USERS (ABILITY TO READ AND PRINT)
- B-S-STU-CSC-EMP REGIONAL USERS (ABILITY TO SCAN [NOT INDEX], READ, AND PRINT FOR ONLY DOC TYPES : I-9, OPERS WAIVER, SSA-1945, STUDENT JOB HIRING FORM, STUDENT JOB OFFER FORM, AND TAX WITHHOLDING)

Application Owner Signature _____ Date _____

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CHILDCARE DEVELOPMENT CENTER - Pamela Hutchins/Lindsay Loew (Childcare Development Center)

Application: CDC_FILES (Childcare Development Center Files) – ONLY CHOOSE ONE

- CDC_FILES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- CDC_FILE READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

COLLEGE OF ARTS AND SCIENCES – Matthew Minichillo (Bowman Hall)

Application: B-S-DGRE-KENT-AS (Student Degree Documents for College of Arts and Sciences) – ONLY CHOOSE ONE

- B-S-DGRE-KENT-AS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-DGRE-KENT-AS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

COLLEGE OF BUSINESS – Louise Ditchey (Business Administration Building)

Application: B-S-DGRE-KENT-BU (Student Degree Documents for College of Business) – ONLY CHOOSE ONE

- B-S-DGRE-KENT-BU SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-DGRE-KENT-BU READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

COLLEGE OF EHHS – Steve Mitchell (White Hall)

Application: EHHS-GRANT-RECORDS (Grant Records for the College of Education, Health and Human Services) – ONLY CHOOSE ONE

- EHHS-GRANT-RECORDS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- EHHS-GRANT-RECORDS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: EHHS-HR-DOCS (Human Resources Documents for the College of Education, Health and Human Services) – ONLY CHOOSE ONE

- EHHS-HR-DOCS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- EHHS-HR-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: EHHS-STUDENT-RECORDS (Student Records for the College of Education, Health and Human Services) – ONLY CHOOSE ONE

- EHHS-STUDENT-RECORDS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- EHHS-STUDENT-RECORDS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

COLLEGE OF NURSING – Tracey Motter/Trent Wolf (Henderson Hall)

Application: NURSING_BSN (Banner College of Nursing Graduation and Clinical Files) – ONLY CHOOSE ONE

- NURSING_BSN SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- NURSING_BSN READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

COLLEGE OF PUBLIC HEALTH – Deric Kenne (Moulton Hall)

Application: SPARK-STUDENTS-PH (Data Collected About Pre-School and K-3 at Risk Students) – ONLY CHOOSE ONE

- SPARK-STUDENTS-PH SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- SPARK-STUDENTS-PH READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

CONTROLLER'S OFFICE – Tammy Slusser (Schwartz Center)

Application: B-F-JOURNAL-ENTRIES (Banner Finance Journal Entries) – ONLY CHOOSE ONE

- B-F-JOURNAL-ENTRIES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-F-JOURNAL-ENTRIES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: B-F-INDEX-REQUESTS (New Index Requests) – ONLY CHOOSE ONE

- B-F-INDEX-REQUESTS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-F-INDEX-REQUESTS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: B-F-FIXED-ASSETS (Fixed Asset Tracking) – ONLY CHOOSE ONE

- B-F-FIXED ASSETS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-F-FIXED ASSETS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

DEPARTMENT OF STUDENT AFFAIRS – See Application

Application: B-S-CONDUCT (Student Conduct – Todd Kamenash – Office of Judicial Affairs) – ONLY CHOOSE ONE

- B-S-CONDUCT SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-S-CONDUCT READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

Application: STUDENT-OMBUDS (VP DSA – Barb Boltz – Student Center) – ONLY CHOOSE ONE

- STUDENT-OMBUDS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- STUDENT-OMBUDS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

Application: DSA-REC-SERVICES (Associate Director Rec Services - Kimberly Rufra - SWRC) – ONLY CHOOSE ONE

- DSA-REC-SERVICES FINANCIAL SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX; CAN ONLY SEE FINANCIAL FORM TYPE)
- DSA-REC-SERVICES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- DSA-REC-SERVICES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

Application: B-H-DSA-KENT (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- B-H-DSA-KENT SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-H-DSA-KENT READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-BUDGET-DOCS (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-BUDGET-DOCS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- DSA-BUDGET-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-CENTRAL-FILES (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-CENTRAL-FILES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- DSA-CENTRAL-FILES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-COMM-MTGS (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-COMM-MTGS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- DSA-COMM-MTGS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-CONTRACT-DOCS (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-CONTRACT-DOCS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- DSA-CONTRACT-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-DEAN_OF_STUDENTS-FILES (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-DEAN_OF_STUDENTS-FILES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- DSA-DEAN_OF_STUDENTS-FILES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-DEAN_OF_STUDENTS-STUDENT-FILES (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-DEAN_OF_STUDENTS-STUDENT-FILES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- DSA-DEAN_OF_STUDENTS-STUDENT-FILES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-DEPT-FILES (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-DEPT-FILES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 DSA-DEPT-FILES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-ENROLL_MNGT-FILES (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-ENROLL_MNGT-FILES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 DSA-ENROLL_MNGT-FILES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-GRAD_ASSTS-DOCS (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-GRAD_ASSTS-DOCS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 DSA-GRAD_ASSTS-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-LNC-DOCS (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-LNC-DOCS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 DSA-LNC-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-MEMBERSHIP-DOCS (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-MEMBERSHIP-DOCS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 DSA-MEMBERSHIP-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-OFFICE_STAFF-FILES (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-OFFICE_STAFF-FILES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 DSA-OFFICE_STAFF-FILES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-PERSONNEL-DOCS (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-PERSONNEL-DOCS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 DSA-PERSONNEL-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-POSN-SEARCH (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-POSN-SEARCH SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 DSA-POSN-SEARCH READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-STU-TRUSTEE (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-STU-TRUSTEE SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 DSA-STU-TRUSTEE READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: DSA-VPE_OFFICE-ISSUES (VP DSA – Kerry Angle – Student Center) – ONLY CHOOSE ONE

- DSA-VPE_OFFICE-ISSUES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 DSA-VPE_OFFICE-ISSUES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

FINANCIAL AFFAIRS – Lisa Heilman (Schwartz Center)

Application: PERS_WAIVER (Financial Affairs PERS Waiver Form) – ONLY CHOOSE ONE

- PERS_WAIVER SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 PERS_WAIVER READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: PERS_WAIVER_NO_SSN (PERS Waivers Which Do Not Have SSN) – ONLY CHOOSE ONE

- PERS_WAIVER_NO_SSN SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
 PERS_WAIVER_NO_SSN READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

Application: B-H-GRV-FILES (HR Grievance Files) – ONLY CHOOSE ONE

- B-H-GRV-FILES READ-PRINT USERS (HR GRIEVANCE FILES - ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)
- B-H-GRV-FILES SCANNING USERS (HR GRIEVANCE FILES - ABILITY TO READ, PRINT, SCAN, AND INDEX)

Application: B-H-ID-KENT (Banner HR Common) – ONLY CHOOSE ONE

- B-H-ID-KENT AP SCANNING USERS (ACADEMIC PERSONNEL ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-H-ID-KENT BENEFITS SCANNING USERS (BENEFITS ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX BENEFITS DOCUMENT TYPES)
- B-H-ID-KENT COMPENSATION READ-PRINT USERS (COMPENSATION ONLY - ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)
- B-H-ID-KENT CSC READ-PRINT USERS (CAREER SERVICES ONLY - ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)
- B-H-ID-KENT EMPLOYMENT RELATIONS READ-PRINT USERS (EMPLOYMENT RELATIONS ONLY - ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)
- B-H-ID-KENT EOAA & RECORDS SCANNING USERS (EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PERSONNEL ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-H-ID-KENT EOAA SCANNING USERS (EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PERSONNEL ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-H-ID-KENT PAYROLL SCANNING USERS (PAYROLL ONLY - ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-H-ID-KENT PR-TAX FORMS READ-PRINT USERS (ABILITY TO READ AND PRINT PR-TAX FORMS ONLY)
- B-H-ID-KENT RECORDS READ-PRINT USERS (ABILITY TO READ AND PRINT PERSONNEL RECORDS)
- B-H-ID-KENT RECORDS SCANNING USERS (RECORDS ONLY- ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-H-ID-KENT RECORDS AND BENEFITS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX RECORDS AND BENEFITS DOCUMENT TYPES)
- B-H-ID-KENT REGIONAL CAMPUS READ-PRINT USERS (REGIONAL CAMPUSES ONLY - ABILITY TO READ-PRINT LIMITED RECORDS DOCUMENT TYPES)
- B-H-ID-KENT RPIE READ-PRINT USERS (RPIE ONLY- ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)
- B-H-ID-KENT TALENT MGMT READ-PRINT USERS (TALENT MANAGEMENT ONLY – ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)
- B-H-ID-KENT WELLNESS TEAM READ-PRINT USERS (WELLNESS TEAM ONLY – ABILITY TO READ AND PRINT 'FLEXIBLE WORK SCHEDULE' DOCUMENT TYPE)
- B-H-ID-KENT WELLNESS TEAM SCANNING USERS (WELLNESS TEAM ONLY – ABILITY TO READ, PRINT, SCAN, AND INDEX 'FLEXIBLE WORK SCHEDULE' DOCUMENT TYPE)

Application: B-H-POSN-KENT (Banner HR Position) – ONLY CHOOSE ONE

- B-H-POSN-KENT EOAA SCANNING USERS (AFFIRMITIVE ACTION - ABILITY TO READ, PRINT, SCAN, AND INDEX)

Application: B-H-RECLS-KENT (Banner HR Position) – ONLY CHOOSE ONE

- B-H-RECLS-KENT READ-PRINT USERS (COMPENSATION RECLASSIFICATION FILES - ABILITY TO READ AND PRINT DOCUMENTS)
- B-H-RECLS-KENT SCANNING USERS (COMPENSATION RECLASSIFICATION FILES - ABILITY TO SCAN AND INDEX)

Application: PEOPLE_ADMIN_DATA_ARCHIVE (PeopleAdmin Data Archive) – ONLY CHOOSE ONE

- PEOPLE_ADMIN_DATA_ARCHIVE READ-PRINT USERS (PEOPLEADMIN DATA ARCHIVE FILES - ABILITY TO READ AND PRINT DOCUMENTS)

Application Owner Signature _____ Date _____

OFFICE OF CONTINUING & DISTANCE LEARNING – See Application (Lincoln Building)

Application: CUE_WORKSHOPS_PROGRAMS (Continuing Studies Non-Credit Workshop – Valerie Kelly) – ONLY CHOOSE ONE

- CUE_WORKSHOPS_PROGRAMS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- CUE_WORKSHOPS_PROGRAMS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: CREDIT_WORKSHOPS (Continuing Studies Credit Workshop – Valerie Kelly) – ONLY CHOOSE ONE

- CREDIT_WORKSHOPS_PROGRAMS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- CREDIT_WORKSHOPS_PROGRAMS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: NON_CREDIT_WORKSHOPS (Continuing Studies Non-Credit Workshop – Valerie Kelly) – ONLY CHOOSE ONE

- NON_CREDIT_WORKSHOPS_PROGRAMS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- NON_CREDIT_WORKSHOPS_PROGRAMS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

Application: DDLA-DOCS (Distance/Distributed Learning Agreement – Will Turek) – ONLY CHOOSE ONE

- DDLA_DOCS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- DDLA_DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

OHIO COLLEGE OF PODIATRIC MEDICINE – David Putman (Ohio College of Podiatric Medicine)

Application: OCPM-CLINICAL EVALUATIONS (Podiatric College – Student Clinical Evaluations) – ONLY CHOOSE ONE

- OCPM-CLINICAL EVALUATIONS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- OCPM-CLINICAL EVALUATIONS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

PROVOST / ACADEMIC AFFAIRS - See Application (Library)

Application: B-P-FACULTY (Banner Provost Faculty Documents – Karen Keenan) – ONLY CHOOSE ONE

- B-P-FACULTY SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-P-FACULTY READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: PROVOST_AGREEMENTS (Provost Office Agreements – Karen Keenan) – ONLY CHOOSE ONE

- PROVOST_AGREEMENTS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- PROVOST_AGREEMENTS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

Application: PROVOST-COURSE-CCP-BDS (Course Curriculum Proposals and Basic Data Sheets) and
Application: PROVOST-PROGRAM-CCP (Program Course Curriculum Proposals) – Therese Tillett – ONLY CHOOSE ONE

- PROVOST-COURSE-PROGRAM SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- PROVOST-COURSE-PROGRAM READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

SPONSORED-PROGRAMS – Lori Burchard (Cartwright Hall)

Application: SPONSORED-PROGRAMS (Graduate Studies Sponsored Program Documents) – ONLY CHOOSE ONE

- SPONSORED-PROGRAMS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- SPONSORED-PROGRAMS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

STUDENT FINANCIAL AID – Mark Evans/Anissa Strickland/Steven Minnich (103 Schwartz Center)

Application: B-R-ID (Banner Financial Aid Common) – ONLY CHOOSE ONE

- B-R-ID SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-R-ID READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: B-R-TREQ (Banner Financial Aid Tracking Req.) – ONLY CHOOSE ONE

- B-R-TREQ SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-R-TREQ READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: SFA_ADMINISTRATION (Financial Aid Administration Files) – ONLY CHOOSE ONE

- SFA_ADMINISTRATION SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- SFA_ADMINISTRATION READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: SFA_ATHLETICS (Financial Aid Athletic Files) – ONLY CHOOSE ONE

- SFA_ATHLETICS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- SFA_ATHLETICS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: SFA_ATHLETICS_ROSTER (Financial Aid Athletic Roster Files) – ONLY CHOOSE ONE

- SFA_ATHLETICS_ROSTER SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- SFA_ATHLETICS_ROSTER READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: SFA_AUDIT_FILES (Financial Aid Audit Files) – ONLY CHOOSE ONE

- SFA_AUDIT_FILES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- SFA_AUDIT_FILES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: SFA_FUND_HISTORY (Financial Aid Fund History Files) – ONLY CHOOSE ONE

- SFA_FUND_HISTORY SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- SFA_FUND_HISTORY READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: SFA_PERSONNEL (Financial Aid Personnel Files) – ONLY CHOOSE ONE

- SFA_PERSONNEL SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- SFA_PERSONNEL READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: SFA_SYSTEM (Financial Aid System Files) – ONLY CHOOSE ONE

- SFA_SYSTEM SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- SFA_SYSTEM READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

THE KENT STATE UNIVERSITY FOUNDATION – Kathleen Abel/Courtney Robison (CPAE)

Application: **ADVANCEMENT-ENDOWMENTS** (The KSU Foundation Endowment Documents) – ONLY CHOOSE ONE

- ADVANCEMENT-ENDOWMENTS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- ADVANCEMENT-ENDOWMENTS AND B-A-DISBURSEMENTS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: **B-A-DISBURSEMENTS** (The KSU Foundation Pledge Documents) – ONLY CHOOSE ONE

- B-A-DISBURSEMENT SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- Use ADVANCEMENT-ENDOWMENTS AND B-A-DISBURSEMENTS READ-PRINT USERS group above for Read-Print Users*

Application: **B-A-PLEDGES** (The KSU Foundation Pledge Documents) – ONLY CHOOSE ONE

- B-A-PLEDGES SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- B-A-PLEDGES READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application: **URD_DONOR** (Institutional Advancement Donor Documents) – ONLY CHOOSE ONE

- URD_DONOR SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- URD_DONOR SCAN-ONLY USERS (ABILITY TO SCAN, READ, AND PRINT)
- URD_DONOR READ-ONLY USERS (ABILITY TO READ AND PRINT)
- URD_DONOR LTD SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX, CANNOT SEE CHECK DOCUMENTS)
- URD_DONOR LTD READ-ONLY USERS (ABILITY TO READ AND PRINT, CANNOT SEE CHECK DOCUMENTS)

Application: **URD_GRANTS** (Institutional Advancement Grant Documents) – ONLY CHOOSE ONE

- URD_GRANTS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- URD_GRANTS SCAN-ONLY USERS (ABILITY TO SCAN, READ, AND PRINT)
- URD_GRANTS READ-ONLY USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

UNIVERSITY COUNSEL – Willis Walker/Mike Pfahl (Library)

Application: **UNIV_COUNSEL** (University Counsel Documentation) – ONLY CHOOSE ONE

- UNIV_COUNSEL SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- UNIV_COUNSEL READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

ACCESS MANAGEMENT - Brendan Walsh (Stewart Hall)

Application: ACCESS_MGMT_EMP_DOCS (Employee Driven Documents) – ONLY CHOOSE ONE

- ACCESS_MGMT SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX EMP AND PROCESS DOCUMENTS)
- ACCESS_MGMT READ-PRINT USERS (ABILITY TO READ AND PRINT EMP AND PROCESS DOCUMENTS)
- ACCESS_MGMT_EMP_DOCS AS READ-PRINT USERS (APPLICATION SUPPORT USERS - ABILITY TO READ AND PRINT I.S. TEAM/CONSULTANT ERP ACCESS DOCUMENTS)
- ACCESS_MGMT_EMP_DOCS DS READ-PRINT USERS (DATA STEWARDS - ABILITY TO READ AND PRINT BANNER ACCESS AND CONFIDENTIALITY FORMS ONLY)
- ACCESS_MGMT_EMP_DOCS HR READ-PRINT USERS (HR USERS - ABILITY TO READ AND PRINT CONFIDENTIALITY FORMS ONLY)

Application: ACCESS_MGMT_PROCESS_DOCS (Process Driven Documents) – ONLY CHOOSE ONE

- ACCESS_MGMT SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX EMP AND PROCESS DOCUMENTS)
- ACCESS_MGMT READ-PRINT USERS (ABILITY TO READ AND PRINT EMP AND PROCESS DOCUMENTS)

Application Owner Signature _____ Date _____

SECURITY AND ACCESS MANAGEMENT – Kimberly Price (Stewart Hall)

Application: DMCA-COMPLIANCE-DOCS (DMCA - DIGITAL MILLENNIUM COPYWRITE ACT FORM) – ONLY CHOOSE ONE

- DMCA-COMPLIANCE-DOCS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- DMCA-COMPLIANCE-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

APPLICATION SERVICES – Andrea Nunley (Stewart Hall)

Application: IS-CODE-PROMOTIONS (Division of Information Technology Code Promotion Documents) – ONLY CHOOSE ONE

- IS-CODE-PROMOTIONS SCANNING USERS (ABILITY TO READ, PRINT, SCAN, AND INDEX)
- IS-CODE-PROMOTIONS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

BAN_XTENDER_C – Andrea Nunley (Stewart Hall)

DESCRIPTION: BAN_XTENDER_C is a class intended for BDMS Administrators

- VIEW AND EDIT ALL DOCUMENT MANAGEMENT SUITE FORMS IN BANNER ID (ERALINK, ESALINK, ESIAUDT, ETVAXAP, EXABCXT, EXAINST, and EXAPRID)

Class Owner Signature _____ Date _____

Section 3 - To be completed by Division of Information Technology

Completed by _____ Date _____

- Verify confidentiality agreement, Grant approved access, Notify dept security administrator, Notify Application Owner

Kent State University

Request for Banner Document Management Suite Access – Instructions

When to use this form

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

How to use this form

Sections 1 and 2 of the form should be completed by the user's departmental security administrator and then distributed to the application owner for each requested group. If the Security Administrator has questions about which group to select, the Application Owner should be contacted. After all necessary authorizations are collected, the form should be sent to the Access Management Group for processing. When making group selections request only one group per application.

When submitting a request for a user who does not currently have access to Banner Document Management Suite: 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 Document Management Suite: 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 Document Management Suite: Provide all information requested in Section 1, selecting "Additional Access" on the "Request Type" line. Only the additional security groups need to be selected in section 2.

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

WHEN PROCESSED, THE USER'S EXISTING BANNER DOCUMENT MANAGEMENT SUITE ACCESS WILL BE REMOVED AND REPLACED WITH THE SECURITY GROUPS MARKED IN SECTION 2.

Assistance in completing section 2 should be obtained from the application owner for the authorizing department. For instance, to determine the proper group needed for access to admissions imaging application, contact the application owner for the Admissions.

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 department security administrator.