

BANNER Account Request Form



Name (printed):			
MCTC ID#:		Phone #:	
MCTC Username:		Department:	
<p>As an approved Banner user, I understand that all usage and information accessed by this account remains the property of MCTC and that this account shall only be used to conduct the business of the College. I agree to keep this account secure, to not transfer access to any other individual or group, and to treat the information to which my account has access to in a confidential manner. I further agree that I have read, understand, and have signed the following: IT Acceptable Use Policy, Information Security Policy, & Information Services Confidentiality Agreement.</p> <p>I understand Banner basic navigation, how the system is comprised of menus and forms, the naming conventions for the assigned forms, how to search for records, & how each department and Banner module works as a collective. I understand that I will be granted query and/or update privileges to Banner forms based on my job function. I also understand that, depending on my job function, I may need to enroll in additional Banner training classes.</p>			
<input type="checkbox"/> My signed Confidentiality Agreement is on file with IT/HR <input type="checkbox"/> I have attached a signed Confidentiality Agreement			
Requestor's Signature:		Date:	

To be approved by the Supervisor of the Account Applicant:			
<p>I request that a Banner account be created for the above-named employee. Should the status of this individual change (e.g. termination, transfer to another department, etc.), I agree to notify Information Technology to have the assigned Banner access for this account modified or deactivated.</p> <p>As stated in the Information Security Policy, I assume responsibility for providing proper Banner training and ensuring that the employee adheres to the information security safeguards. I further agree that my department shall be held responsible for any misuse or improper actions by the account owner.</p>			
Supervisor Name:			
Signature:		Date:	

Forms, Modules Requested			
<input type="checkbox"/> Admissions	<input type="checkbox"/> Student	<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Banner AR <input type="checkbox"/> Banner Finance
Forms: _____			
Additional Notes: _____			

After completing this form, please submit it to IT via a support ticket at <https://support.mctc.edu>