

If your account should model someone else's exactly, put their username here; you will not need to put anything on the second page

Fill in all personal information. Obtain supervisor's signature. Obtain Banner liaison signature. We will NOT process any forms missing the Banner liaison signature.

**BANNER ADMINISTRATIVE SYSTEMS ACCOUNT REQUEST**

<input checked="" type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student/Wage Employees	<input type="checkbox"/> Other: _____
New Account <input checked="" type="checkbox"/>		Modify Existing Account <input type="checkbox"/>	
Model account after this email id: _____		Delete Existing Account <input type="checkbox"/>	
		Model account after this email id: _____	
Employee Name/Title		College and/or Department	
Mason Phone Number	Mason E-mail	G Number	
Supervisor Name/Title (N/A if Grant fund only)		Supervisor Signature (OSP signature if Grant fund only)	
Departmental Banner Liaison Name/Title		Liaison Signature	
Liaison Mason Phone Number	Liaison Mason E-Mail	Date	

**Confidentiality Statement**

By signing this application, I agree to restrict my computer access to the requirements of my job description. Specifically, I will not—outside the duties of my position—view, print, copy, update, or disclose to any person proprietary, confidential, and/or protected information. Moreover, I

- I will use only this account and will not
- I am responsible for securing this acc
- I will use this account only for the dur
- I will use this account only for duties
- I will keep confidential any and all dat
- I will not access (view, print, copy, update, or disclose) data for non work-related reasons, including curiosity, even if my account allows such access.
- I will only access my own personnel (Human Resources) records and any student records that I may have through self-service features made available to all personnel and all students. I will not use access given to support my specific work duties to view or update my personnel or student records in any way, even if my work includes personnel or student records of others.

To find your Banner liaison:  
[https://patriotweb.gmu.edu/gmuhelp/banner\\_liaisons.html](https://patriotweb.gmu.edu/gmuhelp/banner_liaisons.html)

**WARNING**

Individuals using this computer system are subject to having all of their activities on this system monitored and recorded by system personnel. Anyone using this system expressly consents to such monitoring and is advised that if monitoring reveals possible evidence of criminal activity, system personnel may provide records to law enforcement officials. Short of criminal activity, individuals using the system improperly may lose their access privileges and/or be subject to employee disciplinary action. By signing the form I agree to abide by the terms and conditions as stated above.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

If you need financial access, please send the form to FAST. We will forward the form to the other departments for additional access. If you do not need any finance access, please send it directly to the corresponding department (see below for departmental separation).

Employee Name: \_\_\_\_\_ G-Number: \_\_\_\_\_

INB Access		BANNER SECURITY OFFICER USE ONLY			Notes:
Security Class(es) Requested:	Add or Delete	Approve or Deny	BSO Signature	Date	If you know the security class, please put that. If not, please put the INB form names.
Forms that start with:	Send to:				
F & T	FAST				
N & P	HR				
S & G	Registrar				

Any INB access must be specifically requested. FAST does not grant any INB access automatically. (I.E. JV Initiator, Student Billing Viewer)

Advisor Self-Service Access		BANNER SECURITY OFFICER USE ONLY			Notes:
Major(s) or Group(s) Requested:	Add or Delete	Approve or Deny		Date	Send requests to Registrar

Contact Emails:  
 FAST: [fast@gmu.edu](mailto:fast@gmu.edu)  
 HR: [hris@gmu.edu](mailto:hris@gmu.edu)  
 Registrar: [requests@gmu.edu](mailto:requests@gmu.edu)

Data Mart Access		BANNER SECURITY OFFICER USE ONLY			Notes:
Data Mart(s) Requested:	Add or Delete	Approve or Deny		Date	Finance only=only finance data (no HR). Finance/HR= includes HR data for reconciliation (like salaries).
Finance only	FAST				
Finance/HR reconciliation	FAST				
Human Resources	HR				
Student	Registrar				
Graduate Admissions	Admissions				
Other (specify here):					

Finance Self-Service Access			FINANCE OFFICER USE ONLY		Notes:
Org Code(s):	Fund Code(s):	Rule Group(s):	Rule Group Approval	Date	FAST will grant Banner Self-Service (Finance tab in PatriotWeb), Discoverer, and ePrint automatically for all orgs/funds listed. Most users will also get Microstrategy automatically as well. If you do not, please contact <a href="mailto:rsteam@gmu.edu">rsteam@gmu.edu</a> .

Server Access		BANNER SECURITY OFFICER USE ONLY			Notes:
Server(s) Requested: (indicate FTP only or SSH)	Add or Delete	Approve or Deny	BSO Signature	Date	Send requests to DBA Team ( <a href="mailto:dbateam@gmu.edu">dbateam@gmu.edu</a> )