



FINANCE SELF SERVICE AND E~PRINT ACCOUNT MODIFICATION REQUEST

DO NOT USE THIS FORM FOR A NEW ACCOUNT.

(For new account requests use the Banner Administrative Systems Account Request Form. This form is located in the Patriot Web under Employee Services, on the Request Access to Banner Products page)

<input type="checkbox"/> Modify Existing Account	<input type="checkbox"/> Transfer from <input type="text"/> to <input type="text"/>	
Employee Name/Title: <input type="text"/>	Department: <input type="text"/>	
Mason Phone Number: <input type="text"/>	Mason E-mail: <input type="text"/>	G Number: <input type="text"/>
Supervisor Name: <input type="text"/>	Liaison Name: <input type="text"/>	

List individually or provide an upper level organization below:
(Use the Organization Hierarchy report in e~Print to locate upper level organizations.)

Fund Number	Organization Number	Add	Delete

Routing Information:

1. Attach this form to an email and send to your supervisor.
2. Supervisor forwards form via email to Banner Liaison.
(For a list of Banner Liaisons: login to Patriot Web, go to Employee Services, select the Request Access to Banner Products link, then select Departmental Banner Liaisons)
3. Banner Liaison forwards form to: FAST@gmu.edu

Questions? Please call FAST at x32661

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