Banner Student and Financial Aid
Account Request Form

INSTRUCTIONS:
- Complete the User Information section.
- Have your supervisor complete the Banner Access Request sections as applicable.
- Sign and date the form (user and supervisor).
- Banner access will not be granted unless all appropriate training classes have been completed and all signatures are obtained.
- The person authorizing the access must submit this two page form to **Sharon Shriver** in Information Technology. An e-mail will be sent to you when access is activated and informing you of your UserID and password if applicable.

Section 1 - USER INFORMATION

Last Name:_____ First Name: _____ MI:_____

Email Address:_____ Phone: _____

Banner UserID (if known/assigned): _____

Dept:_____ Employee ID: _____

Job Title: _____

Confidentiality Statement

> Along with the right to access the transcripts of students at Mt. San Antonio College comes the responsibility to maintain the rights to students particularly as outlined in the *Family Educational Rights and Privacy Act* (FERPA). The college catalog, schedule of classes and student handbook state the policy regarding student records at Mt. San Antonio College. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, Mt San Antonio has established the following as directory information: student's name, community of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. All other information may not be released without written consent of the student. Grades, social security numbers, ethnicity, and student schedules should not be released to anyone other than the student under discussion and not over the phone.

By signing this form I understand the Banner system contains information protected by the Federal Privacy Act of 1974 (FERPA). Violation of this Act can possibly result in criminal and civil penalties and loss of employment.

User's Signature:_____ Date: _____

Employee Status: ☐ Staff   ☐ Faculty ☐ Student   ☐ Other _____

Type of Position: ☐ Permanent ☐ Part-Time/Hourly   ☐ Temporary (e.g., temps, students)

Section 2 - REQUIRED BANNER TRAINING

a. Have you attended the **Banner General Navigation Class**?   ☐ Yes Date(s):_____   ☐ No

Section 3 - AUTHORIZATION

Type of Access: ☐ New User   ☐ Change to Existing User   ☐ Replaces _____

☐ PROD   ☐ PPRD   ☐ Deactivate as of Date: _____

Authorized for Banner:

The following classes require approval from the FINANCIAL AID Director or Assistant Director if differs from designated departments or program (signature required)							
Add / Delete	**Security Profile Description**	**Add / Delete**	**Security Profile Description**	**Add / Delete**	**Security Profile Description**	**Add / Delete**	**Security Profile Description**
	FA_BATCH		FA_FOR_CALWORKS		FA_SCHOLARSHIP_SPECIALIST		STU_SERV
	FA_CLERICAL_SPECIALIST		FA_ FOR_CARE		FA_SPECIALIST		WSS Advisor Tab (update SIAINST)
	FA_DIRECTOR		FA_FOR_EOPS		FA_STUDENT_WORKER		
	FA _ED_ADVISOR		FA _FOR_FINANCE		FA_ VETERANS		ARGOS_FINANCIAL_AID
	FA_ FOR_BURSAR		FA_IMPLEMENTATION_TEAM		FA_WORK_STUDY_COORDINATOR		ARGOS_VETERANS

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Name: _____

The following classes require approval from the ENROLLMENT MANAGEMENT Dean or Assistant Director — If differs from designated departments or program (signature required)

Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	STU_3CADMIN		STU_CATALOG_QUERY		STU_GRADE		STU_TRANSC
	STU_ADVISOR		STU_COMMPLAN_UPDATE		STU_GRADE_PROC		STU_TRANSCRPT
	STU_AR_ADMIN_STAFF		STU_COUNSELING		STU_HOLDS		STU_VAL
	STU_AR_FRONT_STAFF		STU_COUN_ADMIN		STU_HSO_ADM		WSS Advisor Tab (update SIAINST)
	STU_AR_ PERM_STAFF		STU_COUN_CLERICAL_FRNT_CNTR		STU_HSO_CLRK		
	STU_AR_VAL		STU_COUN_STUDENT_FRNT_CNTR		STU_HSO_QRY		ARGOS_ACADEMIC_HISTORY
	STU_ASSESSMENT		STU_DSPS (DSPS office only)		STU_INTERNATIONAL_STU_MGMT		ARGOS_ADMISSIONS
	STU_ASSESSEMNT_ADMIN		STU_DSPS_ADMIN (DSPS Office only)		STU_LOC_MGMT_QUERY		ARGOS_ASSESSMENT
	STU_ATHL		STU_EOPS (EOPS office only)		STU_POP_SEL		ARGOS_CLASS_SCHEDULE
	STU_ATTRIBUTES		STU_EVAL		STU_PUBLIC_SAFETY_ADMIN		ARGOS_DSPS
	STU_BURSAR_QUERY		STU_FINANCE		STU_SERV_TEST		ARGOS_EOPS_CALWORKS
	STU_CALENDAR_QUERY		STU_FIN_AID		STU_SERV		ARGOS_REGISTRATION_ENROLLMENT
	STU_CALENDAR_UPDATE		STU_FIN_AID_T4		STU_TCA		
	STU_CALWORKS (CALWORKS office only)		STU_FIN_AID_VETC		STU_TECH		

The following classes require approval from the INSTRUCTIONAL SERVICES Dean — if differs from designated departments or program (signature required)

Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	STU_ATTRIBUTES		STU_INST_OFFICE (Instruction Office Only)		STU_SERV		ARGOS_CLASS_SCHEDULE
	STU_BLACKBOARD_CERT		STU_LOC_MGMT_QUERY		WSS_LAB_SUPERVISOR		ARGOS_COURSE_CATALOG
	STU_CATALOG_UPDATE		STU_LOC_MGMT_UPDATE (Facilities or Instruction Office only)		WSS_POS_ATTN (top level) (Continuing Ed Only)		ARGOS_FACULTY_LOAD
	STU_CATALOG_QUERY		STU_NON_CREDIT (Continuing Education only)		WSS_POS_ATTN (low level) (Continuing Ed Only)		ARGOS_LAB_ATTENDANCE
	STU_DIVISION_OFFICES		STU_SCH_CAT_DOWNLOAD		WSS Advisor Tab (update SIAINST)		ARGOS_NON_CREDIT
	STU_EVENTS_MGMT		STU_SCHED_UPDATE				ARGOS_REGISTRATION_ENROLLMENT
	STU_HOLDS		STU_SCHED_VIEW				ARGOS_ROOM_MANAGEMENT

The following classes require approval from the Bursar's Office Manager — if differs from designated departments or program (signature required)

Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	STU_AUX_SVCS		STU_BURSAR_ADMIN (Bursar Office Only)		ARGOS_BURSAR		WSS_BURSAR
	STU_BURSAR (Bursar Office Only)		STU_BURSAR_STAFF (Bursar Office Only)				WSS_PARKING_PERMITS

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Name: _____

Section 3 - AUTHORIZATION   (continued)

By signing below, the supervisor certifies that the access requested is required to carry out the responsibilities of this employee's position and that the Information Technology department will be notified if the employee's duties change during the course of employment at the College.

_____ _____ _____ _____
Signature of Employee's Manager/Supervisor   **Date**   **Print Name**   **Phone Ext.**

_____ _____ _____ _____
Signature of Dean, Enrollment Management   **Date**   **Print Name**   **Phone Ext.**

_____ _____ _____ _____
Signature of Dean, Instructional Services   **Date**   **Print Name**   **Phone Ext.**

_____ _____ _____ _____
Signature of Director, Financial Aid   **Date**   **Print Name**   **Phone Ext.**

_____ _____ _____ _____
Signature of Manager, Bursar's Office   **Date**   **Print Name**   **Phone Ext.**

INFORMATION TECHNOLOGY USE ONLY

UserID Assigned: _____   Created by: _____   Completed / User Notified Date: _____