

SECTION 1a Use of this Form	Form Information
<p>STEP 1 Applicant/User completes Section 1b and gives the form to their Unit Manager.</p> <p>STEP 2 Unit Manager completes Section 2 and sends the form to the appropriate Banner Custodian for authorization. Please see the Banner Screen/Form reference table on the reverse of this form for reference. If it is still unclear as to which custodians are required, please contact information.security@stockton.edu for assistance.</p> <p>STEP 3 Banner Custodians submit the form to Information Security for the requested actions to be taken.</p>	

SECTION 1b To be completed by the Requestor	Personal Identification and Information						
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">Last Name</td> <td style="width:50%; border-bottom: 1px solid black;">Z-Number</td> </tr> <tr> <td style="border-bottom: 1px solid black;">First Name</td> <td style="border-bottom: 1px solid black;">Username</td> </tr> </table>		Last Name	Z-Number	First Name	Username		
Last Name	Z-Number						
First Name	Username						
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; text-align: center;">Staff</td> <td style="width:15%; text-align: center;">Faculty</td> <td style="width:15%; text-align: center;">Adjunct</td> <td style="width:15%; text-align: center;">TES</td> <td style="width:15%; text-align: center;">Student Worker</td> <td style="width:15%; text-align: center;">Affiliate</td> </tr> </table>		Staff	Faculty	Adjunct	TES	Student Worker	Affiliate
Staff	Faculty	Adjunct	TES	Student Worker	Affiliate		
<p>I have read, understand, and will abide by the rules set forth in the Information Technology Services Standards. www.stockton.edu/acceptable-use</p> <p>Requestor Signature _____ Date _____</p>							

SECTION 2 To be completed by Manager/Supervisor	Request Details																	
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Type of Request</td> <td style="width:20%; text-align: center;">Create New Account</td> <td style="width:20%; text-align: center;">Change Account</td> <td style="width:20%; text-align: center;">Remove Account</td> </tr> </table>		Type of Request	Create New Account	Change Account	Remove Account													
Type of Request	Create New Account	Change Account	Remove Account															
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;">Clone Access From User?</td> <td style="width:60%;">Yes, Username: _____</td> </tr> </table>		Clone Access From User?	Yes, Username: _____															
Clone Access From User?	Yes, Username: _____																	
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; text-align: center; vertical-align: top;">SELECT ALL RELEVANT MODULES</td> <td style="width:50%; border: 1px dashed black; padding: 5px;"> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Finance</td> <td style="width:50%;">Stacey.O'Brien@stockton.edu</td> </tr> <tr> <td>HR</td> <td>Tristan.Stoltzfus@stockton.edu</td> </tr> <tr> <td>Student</td> <td>Karen.Diemer@stockton.edu</td> </tr> <tr> <td>Alumni</td> <td>Cynthia.Crager@stockton.edu</td> </tr> <tr> <td>Financial Aid</td> <td>Jenise.Kurtz@stockton.edu</td> </tr> <tr> <td>Bursar</td> <td>Ryan.Terrell@stockton.edu</td> </tr> <tr> <td>Banner General</td> <td>Brian.Cole@stockton.edu</td> </tr> </table> </td> <td style="width:25%;"></td> </tr> </table>		SELECT ALL RELEVANT MODULES	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Finance</td> <td style="width:50%;">Stacey.O'Brien@stockton.edu</td> </tr> <tr> <td>HR</td> <td>Tristan.Stoltzfus@stockton.edu</td> </tr> <tr> <td>Student</td> <td>Karen.Diemer@stockton.edu</td> </tr> <tr> <td>Alumni</td> <td>Cynthia.Crager@stockton.edu</td> </tr> <tr> <td>Financial Aid</td> <td>Jenise.Kurtz@stockton.edu</td> </tr> <tr> <td>Bursar</td> <td>Ryan.Terrell@stockton.edu</td> </tr> <tr> <td>Banner General</td> <td>Brian.Cole@stockton.edu</td> </tr> </table>	Finance	Stacey.O'Brien@stockton.edu	HR	Tristan.Stoltzfus@stockton.edu	Student	Karen.Diemer@stockton.edu	Alumni	Cynthia.Crager@stockton.edu	Financial Aid	Jenise.Kurtz@stockton.edu	Bursar	Ryan.Terrell@stockton.edu	Banner General	Brian.Cole@stockton.edu	
SELECT ALL RELEVANT MODULES	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Finance</td> <td style="width:50%;">Stacey.O'Brien@stockton.edu</td> </tr> <tr> <td>HR</td> <td>Tristan.Stoltzfus@stockton.edu</td> </tr> <tr> <td>Student</td> <td>Karen.Diemer@stockton.edu</td> </tr> <tr> <td>Alumni</td> <td>Cynthia.Crager@stockton.edu</td> </tr> <tr> <td>Financial Aid</td> <td>Jenise.Kurtz@stockton.edu</td> </tr> <tr> <td>Bursar</td> <td>Ryan.Terrell@stockton.edu</td> </tr> <tr> <td>Banner General</td> <td>Brian.Cole@stockton.edu</td> </tr> </table>	Finance	Stacey.O'Brien@stockton.edu	HR	Tristan.Stoltzfus@stockton.edu	Student	Karen.Diemer@stockton.edu	Alumni	Cynthia.Crager@stockton.edu	Financial Aid	Jenise.Kurtz@stockton.edu	Bursar	Ryan.Terrell@stockton.edu	Banner General	Brian.Cole@stockton.edu			
Finance	Stacey.O'Brien@stockton.edu																	
HR	Tristan.Stoltzfus@stockton.edu																	
Student	Karen.Diemer@stockton.edu																	
Alumni	Cynthia.Crager@stockton.edu																	
Financial Aid	Jenise.Kurtz@stockton.edu																	
Bursar	Ryan.Terrell@stockton.edu																	
Banner General	Brian.Cole@stockton.edu																	
<p>Screens Required (if not cloning access from another user) _____</p>																		
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Argos Access</td> <td style="width:85%;">(if checked) Argos Reports Required _____</td> </tr> <tr> <td>BDM Access</td> <td>(if checked) BDM Access Required _____</td> </tr> </table>		Argos Access	(if checked) Argos Reports Required _____	BDM Access	(if checked) BDM Access Required _____													
Argos Access	(if checked) Argos Reports Required _____																	
BDM Access	(if checked) BDM Access Required _____																	
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:45%;">Budget Unit Manager</td> <td style="width:55%;">Department</td> </tr> </table>		Budget Unit Manager	Department															
Budget Unit Manager	Department																	
<p>Manager Signature _____ Date _____</p>																		

SECTION 3	Banner Custodian Authorization																								
<p>MANAGERS ARE TO SUBMIT FORM DIRECTLY TO INB MODULE CUSTODIANS TO BE AUTHORIZED</p> <p>AUTHORIZATION IS REQUIRED BEFORE ANY CHANGES ARE APPLIED BY INFORMATION SECURITY</p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Stacey O'Brien</td> <td style="width:20%; text-align: center;">(Finance)</td> <td style="width:10%; text-align: center;">Date</td> <td style="width:30%;">Cindy Crager</td> <td style="width:20%; text-align: center;">(Alumni)</td> <td style="width:10%; text-align: center;">Date</td> </tr> <tr> <td>Tristan Stoltzfus</td> <td style="text-align: center;">(HR)</td> <td style="text-align: center;">Date</td> <td>Jenise Kurtz</td> <td style="text-align: center;">(Financial Aid)</td> <td style="text-align: center;">Date</td> </tr> <tr> <td>Karen Diemer</td> <td style="text-align: center;">(Student)</td> <td style="text-align: center;">Date</td> <td>Ryan Terrell</td> <td style="text-align: center;">(Bursar)</td> <td style="text-align: center;">Date</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Brian Cole</td> <td style="text-align: center;">(Banner General)</td> <td style="text-align: center;">Date</td> </tr> </table>	Stacey O'Brien	(Finance)	Date	Cindy Crager	(Alumni)	Date	Tristan Stoltzfus	(HR)	Date	Jenise Kurtz	(Financial Aid)	Date	Karen Diemer	(Student)	Date	Ryan Terrell	(Bursar)	Date				Brian Cole	(Banner General)	Date
Stacey O'Brien	(Finance)	Date	Cindy Crager	(Alumni)	Date																				
Tristan Stoltzfus	(HR)	Date	Jenise Kurtz	(Financial Aid)	Date																				
Karen Diemer	(Student)	Date	Ryan Terrell	(Bursar)	Date																				
			Brian Cole	(Banner General)	Date																				

STILL HAVE QUESTIONS?	<p>If you have any questions about this form: Please call x4779 or email information.security@stockton.edu</p>
------------------------------	---