

SECTION 1a

Use of this Form

Form Information

STEP 1 Applicant/User completes Section 1b and gives the form to their Unit Manager.

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.

STEP 3 Banner Custodians submit the form to Information Security for the requested actions to be taken.

SECTION 1b

To be completed by the Requestor

Personal Identification and Information

Last Name	Z													
First Name														
Username														

Staff Faculty Adjunct TES Student Worker Affiliate

I have read, understand, and will abide by the rules set forth in the Information Technology Services Standards. www.stockton.edu/acceptable-use

Requestor Signature _____ Date _____

SECTION 2

To be completed by Manager/Supervisor

Request Details

Type of Request	Create New Account	Change Account	Remove Account
Clone Access From User?	Yes, Username: _____		

SELECT ALL RELEVANT MODULES

Finance	Mary.Hughes@stockton.edu	Alumni	Cynthia.Crager@stockton.edu
HR	Joanna.Inferrara@stockton.edu	Financial Aid	Nancy.Martorano@stockton.edu
Student	Karen.Diemer@stockton.edu	Bursar	Ryan.Terrell@stockton.edu
		Banner General	Walead.Abdrabouh@stockton.edu

Screens Required (if not cloning access from another user) _____

Argos Access (if checked) Argos Reports Required _____

BDM Access (if checked) BDM Access Required _____

DegreeWorks Access (if checked) Advisors without Exceptions Advisors Registrar

Budget Unit Manager _____ Department _____

Manager Signature _____ Date _____

SECTION 3

Banner Custodian Authorization

MANAGERS ARE TO SUBMIT FORM DIRECTLY TO INB MODULE CUSTODIANS TO BE AUTHORIZED

AUTHORIZATION IS REQUIRED BEFORE ANY CHANGES ARE APPLIED BY INFORMATION SECURITY

Mary Hughes (Finance)	Date _____	Cindy Crager (Alumni)	Date _____
Jo-Anna Inferrara (HR)	Date _____	Nancy Martorano (Financial Aid)	Date _____
Karen Diemer (Student)	Date _____	Ryan Terrell (Bursar)	Date _____
		Walead Abdabrouh (Banner General)	Date _____

STILL HAVE QUESTIONS?

If you have any questions about this form:
Please call x4779 or email information.security@stockton.edu

Stockton University
Banner Account Request Form
Version 4.2 - 08/29/2023
Office of Information Security
information.security@stockton.edu



SECTION 1c

Information

Banner Object/Form Prefix-to-Custodian Reference

The forms/objects that your department use have a naming convention that will help identify to which Banner Custodian need to approve the access requested.

Form/Object Prefix	System	Custodian
A	Alumni/Development	Cindy Crager
F	Finance	Mary Hughes
G, C, E, M	General	Walead Abdrabouh
N, P	Human Resources	Jo-Anna Inferrera
R	Financial Aid	Nancy Martorano
S	Student	Joe LoSasso
T	Bursars	Ryan Terrell

For example:

- The form GOAEMAL begins with "G," therefore it is a General form and the request should be submitted to Walead Abdrabouh for approval.
- The form SPAIDEN begins with "S," therefore it is a Student form and the request should be submitted to Joe LoSasso for approval.

SECTION 1d

Information

Password Mapping

The following business systems use passwords from the corresponding password source:

System	Password To Use
Banner 9	Single Sign-On
E-Print	Oracle (INB 8)
Discoverer	Oracle (INB 8)
Argos	Single Sign-On
Workflow	Single Sign-On

SECTION 1e

Information

Reporting Requests

The Discoverer reporting tool uses the following End User Layers (EULs). Please note which EUL is required when making a request for reporting access on this form.

End User Layer	
ADMISSIONS	PAYROLL
FINANCE	SATURN
FAISMGR	INSTR
FIMSMGR	TAISMGR
ALUMNI	HISTORY
COMP	

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