

BANNER Student System Access Request

Office of the Registrar

Access to BQS, Departmental Control Forms, other Student module forms

Employee Name: _____ ID Number: _____

Dept: _____ Phone: _____ E-Mail: _____

UserID: _____ Staff Faculty GTF Student Other _____

Signature: _____ Position: _____

• Banner Query System Access

New Access Renew Access (Students/GTF's) For: fall winter spring summer year _____

Needs Training

Need SQASMRY(Summary form only)

SQAAHST* Student Academic form (reason?) _____

SQAGPAS* Student GPA form (reason?) _____

* Access is limited to users with a legitimate educational need to know.

• Departmental Control Form Access

Forms supplement BQS to assist academic departments with student enrollment management. These forms are available only to BQS users.

New Access; list the subjects codes for which you will be responsible (e.g., ENG, MATH, etc.):

Needs Training

Change Current Access or Subject Code to: _____ subject(s)

• Departmental Class Schedule Data Entry Access

Forms allow departments to create term class information for publication in the term *Schedule of Classes*. These forms are available only to department scheduling staff.

New Access; list the subjects codes for which you will be responsible (e.g., ENG, MATH, etc.):

Needs Training

Change Current Access or Subject Code to: _____ subject(s)

• Grade Processing Access

Forms allow department staff access to monitor term grade reporting and generate reports.

New Access; list the subjects codes for which you will be responsible (e.g., ENG, MATH, etc.):

Needs Training

Change Current Access or Subject Code to: _____ subject(s)

• Major/Minor Approval Access

Form allows department staff to certify or deny completion of undergraduate major or requirements for graduation.

New Access; list the subjects and departments for which you will be responsible (e.g., ENG, MATH, etc.): _____

Needs Training _____ subject(s)

• Other Banner Student Access: (describe/specify)

Terminate Access

Terminated Employment

Transfer to another Department: _____

Approval: _____

Dean/Department Head Signature

Name (please print)

Date

Registrar Use Only

Approval:

University Registrar

date

BQS Training Completed:

Security Classes Assigned:

Referral to RO Manager for Training: _____

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Student Security Officer

date