

# BANNER Student System Access Request

Name:  Department:  Position:

ID Number:  Email:  @uoregon.edu  Staff  Faculty  GTE

Other Staff Type:

Signature: \_\_\_\_\_  I have completed FERPA Training

\*BOLD fields in top section are required. Employee must provide a signature. See bottom for signature guidelines. Contact [registrar@uoregon.edu](mailto:registrar@uoregon.edu) for assistance.

## Banner Student Query Access *Name, Contact, Program, Enrollment, Test Scores, Degree Summary, Schedule Detail, Section Info, etc.*

New Query Access  SQASMRY: Student Summary Access Only  Renew/Change Access  TERMINATE Access

## Additional Query Access *Transcript & GPA data is limited to users with an educational need to know.*

\*Requires a specific business reason

Please describe your educational need to know. Your reason should include use-case examples that elucidate not just your job title, but specific job duties that require access to GPA and/or Transcript data:

SQAGPAS\* Student GPA Only

SHACRSE\* Course Summary (GPA + Transcript)

## Departmental Controls *Prerequisites, Registration Overrides, Advisor Maintenance, Individualized Study Assignments, etc.*

\*Requires List of Subject Codes

New Access

Subject Codes Needed:

Change My Access

## Departmental Class Schedule *Course Schedule Data Entry, Schedule Maintenance, includes CLSS Access.*

\*Requires List of Subject Codes

New Access

Subject Codes Needed:

Change My Access

## Grade Processing *Term Grade Reporting, Grade Tracking, SWREGRP Grade Reports*

\*Requires List of Subject Codes

New Access

Subject Codes Needed:

Change My Access

## Major/Minor Approval *Certify Completion of UG Major/Minor Requirements for Graduation.*

\*Requires List of Major/Minor Codes

New Access

Major/Minor Codes Needed:

Change My Access

## Other Banner Access *Request Banner Student functions that are not included in the above categories.*

Other Banner Forms:

**NOTE:** R, T, & P forms are not approved by the Registrar's Office.

Copy Access of User:

**NOTE:** Requesting similar access to another user is helpful, but does not guarantee approval of all functions. Provide details in the categories on this form *in addition to* listing someone with similar access. Each section has a short description of functions. Subject codes are still needed.

## Responsible Supervisor Approval

\*Must be responsible for the department/subject codes requested, otherwise go up the chain until an approving authority covers all subjects requested.

Printed Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Handwritten signatures or an email from a UO email address are required for signature verification. Forms sent by the employee are NOT accepted. The approving Supervisor should send approved forms directly to [registrar@uoregon.edu](mailto:registrar@uoregon.edu). It is best to forward the employee's originating thread including all parties to avoid delays. (Example: Employee sends email --> to Supervisor requesting Approval --> Supervisor forwards thread w/ signed form to registrar@uoregon.edu)

**Registrar Use Only**

Approval: \_\_\_\_\_  
University Registrar (or designee) Date

FERPA Training Completed:

Security Classes Assigned:

	BAN_QUERY_LIMITED
	BAN_QUERY
	BAN_QUERY_SQASMRY
	BAN_RO_DEPT_DC
	BAN_RO_GRADES_DEPT
	BAN_RO_SCHED_DEPT
	BAN_RO_MAJR_APPR_DEPT

Other:

Subjects:

Subscribe:  reg-news  schednews

\_\_\_\_\_  
Student Security Officer Date