

BANNER Account Request Form



Name (printed):			
MCTC ID#:		Phone #:	
MCTC Username:		Department:	
<p>As an approved Banner user, I understand that all usage and information accessed by this account remains the property of MCTC and that this account shall only be used to conduct the business of the College. I agree to keep this account secure, to not transfer access to any other individual or group, and to treat the information to which my account has access to in a confidential manner. I further agree that I have read, understand, and have signed the following: IT Acceptable Use Policy, Information Security Policy, & Information Services Confidentiality Agreement.</p> <p>I understand that I will be granted query and/or update privileges to Banner forms based on my job function and also understand that, depending on my job function, I may need to enroll in Banner training classes.</p>			
<input type="checkbox"/> My signed Confidentiality Agreement is on file with IT/HR <input type="checkbox"/> I have attached a signed Confidentiality Agreement			
Requestor's Signature:			Date:

Director/VP Approval:			
<p>As stated in the Information Security Policy, I assume responsibility for providing proper Banner training and ensuring that the employee adheres to the information security safeguards. Should the status of this individual change (e.g. termination, transfer to another department, etc.), I agree to notify Information Technology to have the assigned Banner access for this account modified or deactivated.</p> <p><u>If access is requested to a module/form outside of your area (E.G. Financial Aid), you must have that area's VP/Director signature for approval before that access is granted. Additional signatures will be signed under the 'Additional Notes/Signatures' section below.</u></p>			
Supervisor Name:			
Signature:		Date:	

Forms, Modules Requested					
Admissions	Student	Financial Aid	Banner AR	Banner Finance	
Forms: _____					
Other:	Jobsub	CRM Recruit	CRM Advise	BDM	Argos
Additional Notes/Signatures: _____					

After completing this form, please submit it to IT via a support ticket at <https://support.mctc.edu>