Western Oregon University
New User/Departmental Transfer Request for Data Access to BANNER
Information Systems, Data Warehouses, and Secured Wolf Web Applications

Users who already have Data Access to Banner should send an email request to vasasd@wou.edu

Name: _____   V#_____

Title: _____ Employee Classification: _____

Department: _____ Email Address: _____

Phone #_____ Fax #_____

Indicate Access Requested:

BANNER FINANCE (FIS)		BANNER HUMAN RESOURCES (HRIS)		BANNER STUDENT (SIS)		DATA WAREHOUSES	
	Approvals **See Below		Applicant Tracking		Admissions Counselor		Budget
	Invoice Entry		Benefits		Admissions Maint		Finance
	Regular JV Entry		Budget/Positions		Accts Rec Clerk (ARB)		Human Resources
	Budget JV Entry		Employee Maintenance		Academic Advising		Student
	Payroll Views		Employee Query		Scheduling-Deptmtl		
	Purchase Order Entry		Faculty Tracking		Registrars Clerk		**WOLF WEB**
	Departmental Reports		Health/Safety		All Reports		View Students AR
	Pcard User/Authority		Payroll Input		Dept. Student Employee		Advising Access
			Payroll Process		OTHER:		Staff Menu
	All Finance Query		Personnel				Degree Works
			Payroll Reports				Print Credit Application
	OTHER:						
			All HR Query				
					Select One: (required)		**SSN & BIRTHDATE**
			OTHER:		**General Query Access**		SSN Access
					OR		Birthdate Access
					Limited Query Access		***Provide Explanation Below

FIS: Organization Access Needed (**REQUIRED**): _____

**FIS: **Approvals Access Needed (if requested): _____

 ***SSN and/or BIRTHDATE access explanation: _____

DEPARTMENT HEAD SIGNATURE_____DATE_____
    (Other than New User)

By the signing below of this document, the undersigned hereby approve and grant data access as requested above to this user.

FIS ACCESS: _____   SIS ACCESS: _____
          Director of Accounting   Date   Registrar   Date

_____   **HRIS ACCESS:** _____
Banner Security Administrator   Date   Director of Human Resources   Date

WOUPRD	GSASECR(default role)		FOMPROF	SIS:	TGAUPRF	SSN/BD	HOLDS
FIS:	GUAIDEN	FOMUSOR	FOMUSRG	FTMAPPQ	COGNOS	WW	EMAIL LIST