Internal Use Only	User ID:	
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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 datasecurity@wou.edu

Name:		V#			
Title:	Em _l	ployee Classification:			
Department:	Em	nail Address:			
Phone #	Fax	x #			
Indicate Access Requested	:				
BANNER FINANCE (FIS)	BANNER HUMAN RESOURCES	BANNER STUDENT (SIS)	DATA WAREHOUSES Budget		
Approvale **See Polow	(HRIS)	Admissions Counselor	Finance		
Approvals **See Below Invoice Entry	Applicant Tracking Benefits	Admissions Counselor Admissions Maint	Human Resources Student		
Regular JV Entry	Budget/Positions	Accts Rec Clerk (ARB)	Student		
Budget JV Entry	Employee Maintenance	Academic Advising			
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		
The person you are replacing FIS: Organization Access N FIS: **Approvals Access N ***SSN and/or BIRTHDA	Needed (REQUIRED):				
DEPARTMENT HEAD SIGNATURE DATE (Other than New User)					
By the signing below of this do			cess as requested above to this user.		
FIS ACCESS: Director of Accou	inting Date	SIS ACCESS: Registrar	Date		
HDIC ACCECC.					
Banner Security Administrator	Date H	RIS ACCESS:	ctor of Human Resources Date		
WOUPRD GSASECR(default ro	le) FOMPR	OF SIS: TGAUP	RF SSN/BD HOLDS		

FTMAPPQ

FOMUSOR

FOMUSRG

FIS: GUAIDEN

COGNOS

WW

EMAIL LIST