



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE REGISTRAR

Banner General Access Request Form

This is a request for Banner forms containing student information data (Registrar forms) only. Complete the Banner General Navigation training through Talent Management. If you are unable to login to Banner, contact the IT@Sam Help desk. The Registrar will submit your request to IT via a Cherwell Ticket. Please allow 3 – 5 working days for the activation of your access.

Employee Information - Please PRINT legibly

_____	_____	_____	_____
First Name	Last Name	Username (ex: xyz123)	Sam ID (ex: 000#####)
_____	_____	_____	
SH Phone Number	Department	Student Worker or Full Time Staff	

Family Educational Right to Privacy Act (FERPA)

You must comply with the release of student information in accordance with FERPA guidelines. Please sign below acknowledging your review of the [FERPA Guidelines](#) the on the Registrar’s homepage.

_____	_____
Employee Signature	Department Supervisor Signature

Access Requested

Please indicate below the type of access based on your departmental role. Note: Roles 33 – 37 are Value Based roles - Access based upon your role on campus and training completion. If view access to student data is your only request, submit with only General Student Query (Role 1) and your personal department supervisor signature.

Role	Department Roles	Role Ownership
1	General Student Query	Department Head
7	Faculty Workload – Staff Faculty Data Entry Form (Access to SZAFACU/SIAASGN)	Jamilyn White
11	Faculty Attendance Tracker (SYRATTD – Attendance Tracking Process)	Academic Dean
15	Academic Affairs – General Restricted	Jamilyn White
16	Academic Affairs – Assessment Dept. (SYPIDEA, SYRCATU, SYRCIMU, SYPLEAF, SYPICMB)	Somer Franklin
18	NCAA – Athletic Division (Access to SGAAPRG, SGAMSPT, SGASPRT, SGISPRT, SPYNCAA, SYRATHL)	Chris Thompson/ Jennifer Payne
21	Disability Services (SGADISA)	Kelly Osborn
22	Facilities (Job Process Role and CB Room Reporting Forms)	Mary Holland
29	Title IX – Student Life Role (SYRTTL9)	Jeanine Bias
30	University Health Center (GOAIMMU)	Drew Miller/ Erica Bumpers
33	*International Studies* (Value Based Security Role -Student Hold specific to International Studies for SOAHOLD)	Justin Ball
34	*Test Score Update* (Value Based Security Role for SOATEST, SOREMAL, SYPEMAL)	Registrar
35	*Student Hold Update* (Value Based Security Role for SOAHOLD)	Registrar
37	*Continuing Education (Value Based Security Role for SAAQUIK and Schedule Build forms)	Ruth Chisum

Additional access needed; please explain: _____

_____	_____	_____	_____
Signature: Role Owner	Date	Signature: Data Owner	Date
Email Completed Form to Registrar@shsu.edu		Data Owners: Teresa Ringo/Maria Busby/Edgard Sanchez/Kari Zella	

_____	_____	_____
Trained by	Date	Cherwell Ticket #

Sam Houston State University is an Equal Opportunity/ Affirmative Action Institution