



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM
OFFICE OF THE REGISTRAR

Banner Access Request Form (Enrollment Management Staff Only)

This is a request for Banner forms containing student information data **ONLY** for **Enrollment Management Division staff**. Complete the Banner General Navigation training through Talent Management. If you are unable to login 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

Name: _____ Sam ID: _____ Username: _____ Date _____

EM Department: _____ SHSU Phone Number: _____ Student Worker or Staff: _____

<p>Employee</p> <p><input type="checkbox"/> I have reviewed the FERPA Guidelines on the Registrar’s Office webpage (www.shsu.edu/registrar)</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>FERPA Training Provider</p> <p><i>I verify this employee has completed compliance training in accordance with FERPA guidelines</i></p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
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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 completed. If view access to student data is your only request, submit with only General student Query (Role 1).

	Role	Departmental Roles	Role Ownership
Y	1	General Student Query (Only FERPA Training Required)	Department Head
	13	*Student Holds - SOAHOLD Access **Restricted**	Department Head
	20	Career Services	Pam Laughlin
	23	Financial Aid	Lydia Hall
	25	Institutional Effectiveness/IT Programmers/Internal Auditor	Donna Artho
	31	Veteran’s Resource Center (General)	Fernando Chavez
	36	Veteran’s Resource Center (Value Based Security)	Fernando Chavez
	40	Admissions *Restricted to Admissions Administrative Staff*	Angie Taylor
	41	Admissions - UG Applications Process	Angie Taylor
	42	Admissions Waiver Process	Angie Taylor
	43	Admissions EDI Applications	Angie Taylor
	44	Admissions - Tape Loads	Angie Taylor
	45	Admissions - Graduate Applications Process	Angie Taylor
	46	Admissions - International Studies	Angie Taylor
	49	CPOS – Financial Aid & Registrar Combined Role *Training Required*	Lydia Hall

Role Owner Approval – You must obtain approval from the role owner for each requested role. **Separate forms are required if requesting approval from multiple role owners.**

<p>Role Number(s)</p> <p>Must match role(s) requested above</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Role Owner</p> <p><i>I verify the above employee:</i></p> <p>(1) <i>Has received the appropriate training as related to the Banner forms, policies and procedures associated with the requested access role(s)</i></p> <p>(2) <i>Has approval to receive the requested access role</i></p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>
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Submit Form – Submit completed form to the Office of the Registrar at registrar@shsu.edu

Final Approval by Office of the Registrar Data Owners (Teresa Ringo, Maria Busby, Kari Zella, or Edgard Sanchez)		
Approved by: _____	Cherwell Ticket # _____	Date Submitted: _____