

**Kent State University**  
**Request for Banner Advancement**

**Instructions:** Complete Section 1 and send to Kat Abe to complete section 2. Contact Access Management for assistance.

**Section 1 - User information, to be completed by requesting unit security administrator**

**(A) Employee Information**

Employee Name \_\_\_\_\_ Campus Phone \_\_\_\_\_  
Department \_\_\_\_\_ Position/Title \_\_\_\_\_  
Flashline User ID \_\_\_\_\_@kent.edu Banner ID \_\_\_\_\_

**(B) Access requirements**

Request type (check one): ☐ Add User, ☐ Remove User, ☐ Replace Permissions, ☐ Additional Access

Access to (check all that apply): ☐ Test \_\_\_\_\_ (instance)

Job functions (check all that apply): ☐ Development Officer (SSB), ☐ SQL Reports

Purpose for access \_\_\_\_\_

**(C) Unit Authorization**

Unit Security Admin Name \_\_\_\_\_

Unit Security Admin Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: A signed confidentiality agreement must accompany this request unless the user has already submitted one.**

**Section 2 - Security classes, to be completed by the Advancement data steward**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> BAN_ALUMNI_ALL_VAL_QUERY_C     | <input type="checkbox"/> BAN_ALUMNI_GIFT_MAINT_C        | <input type="checkbox"/> BAN_ALUMNI_SCHOLARSHIP_QUERY_C |
| <input type="checkbox"/> BAN_ALUMNI_ALTID_SEARCH_C      | <input type="checkbox"/> BAN_ALUMNI_GIFT_QUERY_C        | <input type="checkbox"/> BAN_ALUMNI_SECR_C              |
| <input type="checkbox"/> BAN_ALUMNI_C                   | <input type="checkbox"/> BAN_ALUMNI_GIFT_VAL_MAINT_C    | <input type="checkbox"/> BAN_ALUMNI_SOLOGR_MAINT_C      |
| <input type="checkbox"/> BAN_ALUMNI_CAMPAIGN_MAINT_C    | <input type="checkbox"/> BAN_ALUMNI_GIVING_QUERY_C      | <input type="checkbox"/> BAN_ALUMNI_SOLOGR_QUERY_C      |
| <input type="checkbox"/> BAN_ALUMNI_CAMPAIGN_QUERY_C    | <input type="checkbox"/> BAN_ALUMNI_IS_SUPPORT_C        | <input type="checkbox"/> BAN_ALUMNI_SOLOGR_VAL_MAINT_C  |
| <input type="checkbox"/> BAN_ALUMNI_CAMPAIGN_VAL_MANT_C | <input type="checkbox"/> BAN_ALUMNI_KSU_JOBS_C          | <input type="checkbox"/> BAN_ALUMNI_SUPER_MAINT_C       |
| <input type="checkbox"/> BAN_ALUMNI_CONS_MAINT_C        | <input type="checkbox"/> BAN_ALUMNI_LOOKUP_QUERY_C      | <input type="checkbox"/> BAN_ALUMNI_UPDATE_MAINT_C      |
| <input type="checkbox"/> BAN_ALUMNI_CONS_QUERY_C        | <input type="checkbox"/> BAN_ALUMNI_MEMBER_MAINT_C      | <input type="checkbox"/> BAN_ALUMNI_VRMaint_C           |
| <input type="checkbox"/> BAN_ALUMNI_CONS_VAL_MAINT_C    | <input type="checkbox"/> BAN_ALUMNI_MEMBER_QUERY_C      | <input type="checkbox"/> BAN_ALUMNI_WORKFLOW_C          |
| <input type="checkbox"/> BAN_ALUMNI_DATALOAD_MAINT_C    | <input type="checkbox"/> BAN_ALUMNI_MEMBER_VAL_MAINT_C  | <input type="checkbox"/> BAN_JOBSub_RUN_C               |
| <input type="checkbox"/> BAN_ALUMNI_DATALOAD_VAL_MANT_C | <input type="checkbox"/> BAN_ALUMNI_ORG_MAINT_C         | <input type="checkbox"/> BAN_JOBSub_MAINT_C             |
| <input type="checkbox"/> BAN_ALUMNI_DEPT_USER_QUERY_C   | <input type="checkbox"/> BAN_ALUMNI_ORG_QUERY_C         | <input type="checkbox"/> BAN_NAVIGATION_C               |
| <input type="checkbox"/> BAN_ALUMNI_EVENT_MAINT_C       | <input type="checkbox"/> BAN_ALUMNI_ORG_VAL_MAINT_C     |   |
| <input type="checkbox"/> BAN_ALUMNI_EVENT_QUERY_C       | <input type="checkbox"/> BAN_ALUMNI_POPLET_MAINT_C      |   |
| <input type="checkbox"/> BAN_ALUMNI_EVENT_VAL_MAINT_C   | <input type="checkbox"/> BAN_ALUMNI_POPLET_QUERY_C      | <input type="checkbox"/> SQL REPORTS                    |
| <input type="checkbox"/> BAN_ALUMNI_EXTRACT_C           | <input type="checkbox"/> BAN_ALUMNI_PROSPECT_MAINT_C    |   |
| <input type="checkbox"/> BAN_ALUMNI_FINANCE_QUERY_C     | <input type="checkbox"/> BAN_ALUMNI_PROSPECT_QUERY_C    |   |
| <input type="checkbox"/> BAN_ALUMNI_GENACCESS_MAINT_C   | <input type="checkbox"/> BAN_ALUMNI_PROSPECT_VAL_MANT_C |   |

Data Steward Signature \_\_\_\_\_

Date \_\_\_\_\_

**Section 3 - To be completed by Information Services**

Completed by \_\_\_\_\_

Date \_\_\_\_\_

☐ Verify confidentiality agreement, ☐ Grant approved access, ☐ Notify dept security administrator, ☐ Notify data steward

# Kent State University

## Request for Banner Advancement Access Instructions

### When to use this form

The *Request for Banner Advancement Access* form must be completed for any Banner Advancement access creation or deletion, and any time a modification is required for an existing user's access rights in Banner Advancement.

### How to use this form

Section 1 of the form should be completed by the user's departmental security administrator, and then submitted to the University Development and Relations & Institutional Advancement security administrator using the instructions printed in the upper right hand corner of the form.

*When submitting a request for a user who does not currently have access to Banner Advancement:*  
Provide all information requested in Section 1, selecting "Create User" on the "Request Type" line.

*When submitting a request to remove access for a user who already has access to Banner Advancement:*  
Provide all information requested in Section 1, selecting "Remove User" on the "Request Type" line.

*When submitting a request to modify the rights granted to a user who already has access to Banner Advancement:*

Provide all information requested in Section 1, selecting "Replace Permissions" on the "Request Type" line, and then describe the requested change on the "Special Instructions" line.

### What to expect

Once the completed form is submitted, the University Development and Relations & Institutional Advancement security administrator will review the request and assign system rights to the user in Section 2. If the request type is Create or Remove, University Development and Relations or Institutional Advancement VP approval will be obtained. The form will then be submitted to the Information Services security administrator in Data Center Operations Production Support. If the request type is Create or Remove, the Information Services VP approval will be obtained. When all necessary approvals are collected, the request will be processed by the Information Services security administrator. To confirm completion of the request, an email notification will be sent by the Information Services security administrator, addressed to the University Development and Relations & Institutional Advancement security administrator, the requesting department's security administrator, and the end user.

### Help with specific form elements

In Section 1, Part A:

Flashline User ID _____@kent.edu	Assignment Dates _____
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Status (check one):	FT/PT on payroll,	Temp on payroll,	Temp ext. agency,
	Student,	Other_____	

Status" refers to the user's employment status at Kent State University. "Assignment Dates" refers to the beginning and end date of the user's employment. Both fields are required.

- FT/PT on payroll indicates a full or part time employee paid out of the University payroll
- Temp on payroll indicates a temporary employee paid out of the University payroll
- Temp ext. agency indicates a temp paid through an external agency instead of the University payroll
- Student indicates a student employee
- Other used to indicate any other type of arrangement such as an external consultant

**In Section 1, Part B:**

Job functions (check all that apply):	Development Officer (SSB),	SQL Reports
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"Job functions" are duties commonly performed by users with access to Banner Advancement. They are provided as a shortcut to help describe a user's access requirements. If the user has additional requirements that are not listed here, or are not obvious based on the listed department name and title, include these in the lines marked "Special instructions / other requirements".

- Development Officer (SSB) User is a development officer and only requires Self Service Banner access, not Internet Native Banner
- SQL Reports User requires access to run Microsoft Access reports (this additionally requires Submission of an Open Database Connectivity (ODBC) Security Agreement form)