Instructions for Requesting Security Access
Scholarship Administrators

<u>Banner</u>
Scholarship Administrators use two modules of Banner: Advancement and Finance. In addition, they use the document imaging feature in order to view fund documentation. To request access, complete the following steps:

- Contact your department/college Security Administrator to start the process.

- Security Administrator should go to the Access Management Site to locate appropriate forms.
    - http://www.kent.edu/is/security/index.cfm

- Banner forms required to complete access request
    - Confidentiality Form
    - Banner Advancement
    - Banner Finance
    - Document Imaging

- The individual will fill out Section A and B on the top portion of the forms then the Security Administrator signs giving the individual approval to request the access.
    - Under Section B of the Banner Advancement form, list *Purpose for access* as:
        - Scholarship Administrator forms: ADADESG, ADIAWRD, and ADISAWD
    - Under Section B of the Banner Finance form, list *Purpose for access* as:
        - Scholarship Administrator forms: FGTIBAL, FGIBDST, and FGITRND
    - Under Section B of the Banner Finance form, list *Purpose for access* as:
        - Scholarship Administrator access

- The signed Security forms and the confidentiality form will be forwarded to the department/contact person listed at the top of the form
    - Advancement Banner: Kat Sackett – Advancement Services
    - Finance Banner: Tammy Slusser –Finance
    - Document Imaging: Kat Sackett
        - One form needed
        - Form will be routed to other department for authorization by the Advancement Data Steward

- If you have questions regarding this process, please contact Kat Sackett at 2-2452.