

# Kent State University

## Request for Banner Student

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

#### (A) Employee Information

Employee Name \_\_\_\_\_ Campus phone \_\_\_\_\_  
Department \_\_\_\_\_ Position/Title \_\_\_\_\_ End Date \_\_\_\_\_  
Flashline User Name \_\_\_\_\_@kent.edu University ID Number \_\_\_\_\_

#### (B) Access requirements

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

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

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 profiles, to be completed by data steward for appropriate business unit

REGISTRAR - Gail Rebata / Lynette Johnson (Michael Schwartz Center)

<input type="checkbox"/> ST_REGS_01_REG_OFF_ADMIN	<input type="checkbox"/> ST_REGS_29_ADV_SS_DENTRY_VIEW	<input type="checkbox"/> ST_GSTU_13_MAINT_STUDENT_ACTIV
<input type="checkbox"/> ST_REGS_02_CURRICULUM_VIEWER	<input type="checkbox"/> ST_REGS_30_ADV_PROSP_MGT_VIEW	<input type="checkbox"/> ST_GSTU_14_PASS_STU_EMPLOYEE
<input type="checkbox"/> ST_REGS_03_SSB_SECURITY_VIEWER	<input type="checkbox"/> ST_REGS_31_ADV_ALUM_REL_VIEWER	<input type="checkbox"/> ST_GSTU_15_TRANMOD_MAINT
<input type="checkbox"/> ST_REGS_04_REGISTRAR_POP_SEL	<input type="checkbox"/> ST_REGS_32_RPIE_JOB_SUBMISSION	<input type="checkbox"/> ST_GSTU_16_COHORT_TABLE_MAINT
<input type="checkbox"/> ST_REGS_05_REG_JOB_SUBMISSION	<input type="checkbox"/> ST_REGS_33_DATE_TABLES	<input type="checkbox"/> ST_AHIS_01_VIEWER
<input type="checkbox"/> ST_REGS_06_PRIORITY_REG_SETUP	<input type="checkbox"/> ST_REGS_34_REG_MASS_MAINT	<input type="checkbox"/> ST_AHIS_02_MAINT_DEGREE_STATUS
<input type="checkbox"/> ST_REGS_07_REGISTRAR_SUPER_USR	<input type="checkbox"/> ST_SCHD_01_REG_ADMIN_SCHEDULER	<input type="checkbox"/> ST_AHIS_03_VIEW_TRANSFER_WORK
<input type="checkbox"/> ST_REGS_08_VIEWER	<input type="checkbox"/> ST_SCHD_02_REGISTRAR_SCHEDULER	<input type="checkbox"/> ST_AHIS_04_MAINT_QUALIFY_PAPER
<input type="checkbox"/> ST_REGS_09_MAINT_REGISTRATION	<input type="checkbox"/> ST_SCHD_05_SCHEDULE_VIEWER	<input type="checkbox"/> ST_AHIS_05_MAINT_INST_COURSES
<input type="checkbox"/> ST_REGS_10_MAINT_OVERRIDE_PERM	<input type="checkbox"/> ST_SCHD_06_BURSAR_FEE_SCHEDULR	<input type="checkbox"/> ST_AHIS_06_MAINT_GRADUATION
<input type="checkbox"/> ST_REGS_14_MAINT_ALTERNATE_PIN	<input type="checkbox"/> ST_SCHD_07_FLAC_MAINT	<input type="checkbox"/> ST_AHIS_07_REQUEST_TRANSCRIPTS
<input type="checkbox"/> ST_REGS_16_MAINT_SSB_SECURITY	<input type="checkbox"/> ST_SSVCS_01_MAINT_SUPPORT_SVCS	<input type="checkbox"/> ST_AHIS_08_REG_SUPER_USER
<input type="checkbox"/> ST_REGS_17_RC_JOB_SUBMISSION	<input type="checkbox"/> ST_GENP_02_KSUVIEW_MATCH	<input type="checkbox"/> ST_AHIS_09_GRAD_APP_MAINT
<input type="checkbox"/> ST_REGS_18_REG_BURSAR_VIEW	<input type="checkbox"/> ST_GSTU_01_VIEWER	<input type="checkbox"/> ST_AHIS_10_REG_SUPER_REQ_TRANS
<input type="checkbox"/> ST_REGS_19_BURSAR_MAINT_WTHDRL	<input type="checkbox"/> ST_GSTU_02_MAINTAIN_ADVISORS	<input type="checkbox"/> ST_VISTA_01_RESEARCH_VIEWER
<input type="checkbox"/> ST_REGS_20_GEN_PERSON_VIEWER	<input type="checkbox"/> ST_GSTU_04_MAINT_SPORTS_CODES	<input type="checkbox"/> ST_SSB_01_SECURITY_MAINT
<input type="checkbox"/> ST_REGS_21_ENROLL_VERIFICATION	<input type="checkbox"/> ST_GSTU_05_MAINT_ATTR_COHORTS	<input type="checkbox"/> ST_SSB_02_SECURITY_VIEW
<input type="checkbox"/> ST_REGS_22_REG_FIN_AID_VIEWER	<input type="checkbox"/> ST_GSTU_06_MAINT_APPOINTMENTS	<input type="checkbox"/> IN ADDRESS MANAGER
<input type="checkbox"/> ST_REGS_23_ISHELPDESK_VIEWER	<input type="checkbox"/> ST_GSTU_07_MAINTAIN_CURRICULA	<input type="checkbox"/> SSB ADVISOR ACCESS
<input type="checkbox"/> ST_REGS_24_MAINT_HEIWALK	<input type="checkbox"/> ST_GSTU_08_MAINT_QUICK_ADMITS	Registration Ability? Y N
<input type="checkbox"/> ST_REGS_25_ROSTER_VIEWER	<input type="checkbox"/> ST_GSTU_09_REGISTRAR_SUPER_USR	Non-Course
<input type="checkbox"/> ST_REGS_26_ICA_JOB_SUBMISSION	<input type="checkbox"/> ST_GSTU_10_MAINT_GRAD_STU_TRCK	Requirement Update? Y N
<input type="checkbox"/> ST_REGS_27_MAINT_ADDR	<input type="checkbox"/> ST_GSTU_11_MAINT_EDUC_BACKGRND	Alternate PIN Update? Y N
<input type="checkbox"/> ST_REGS_28_PASS_JOB_SUBMISSION	<input type="checkbox"/> ST_GSTU_12_MAINT_BASIC_CURRIC	

Data steward signature \_\_\_\_\_

Date \_\_\_\_\_

Flashline User ID \_\_\_\_\_@kent.edu

Request Date \_\_\_\_\_

**ADMISSIONS – Brian Pekarek (208 Michael Schwartz Center)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> ST_ADMS_02_VIEWER             | <input type="checkbox"/> ST_ADMS_10_INTERNTL_SUPER     | <input type="checkbox"/> ST_ADMS_16_PROCESSOR_LIMITED   |
| <input type="checkbox"/> ST_ADMS_03_TEST_SCORES_ONLY   | <input type="checkbox"/> ST_ADMS_11_ADM_ADMINISTRATOR  | <input type="checkbox"/> ST_ADMS_17_APPLICATION_SUPPORT |
| <input type="checkbox"/> ST_ADMS_05_VIEW_EDUC_BACKGRND | <input type="checkbox"/> ST_ADMS_13_REGISTRARS         | <input type="checkbox"/> ST_ADMS_18_VIEW_COUNSELOR      |
| <input type="checkbox"/> ST_ADMS_07_PROCESSOR          | <input type="checkbox"/> ST_ADMS_14_FULL_ACCESS        | <input type="checkbox"/> ST_ADMS_19_GRAD_VIEW_APPINFO   |
| <input type="checkbox"/> ST_ADMS_09_INTERNTL_RECORDS   | <input type="checkbox"/> ST_ADMS_15_GRADUATE_TECHNICAL |   |

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**PROVOST / ACADEMIC AFFAIRS - Therese Tillett (Library)**

- |  |  |
|--|--|
| <input type="checkbox"/> ST_CTLG_01_PROVOST_ADMIN      | <input type="checkbox"/> ST_CTLG_02_PROVOST_DATA_ENTRY |
| <input type="checkbox"/> ST_OTHR_02_ACADEMIC_PERSONNEL |  |

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE PLANNING SYSTEM – Joanna Liedel / Yza Melvin(Library)**

- ☐
- ST\_GPS\_01\_PROVOST\_GPS

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**BURSAR - Leslie Carter (Michael Schwartz Center)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ST_AR_01_BURSAR_SUPER_USER   | <input type="checkbox"/> ST_AR_08_CASHIER_SUPERVISOR | <input type="checkbox"/> ST_AR_15_REGIONAL_DEPARTMENTS |
| <input type="checkbox"/> ST_AR_02_SUPRVISOR_CASH_MGR  | <input type="checkbox"/> ST_AR_09_CASHIERS           | <input type="checkbox"/> ST_AR_16_OTHER_DEPTS_MAINT    |
| <input type="checkbox"/> ST_AR_03_MGR_COLLECTIONS     | <input type="checkbox"/> ST_AR_10_REG_ADMISS         | <input type="checkbox"/> ST_AR_17_FINAID               |
| <input type="checkbox"/> ST_AR_04_ARS_CLERKS          | <input type="checkbox"/> ST_AR_11_OTHER_DEPARTMENTS  | <input type="checkbox"/> ST_AR_18_FINAID_CALLCTR       |
| <input type="checkbox"/> ST_AR_05_ARO_LOAN_SPECIALIST | <input type="checkbox"/> ST_AR_12_STAFF_BENEFITS     |  |
| <input type="checkbox"/> ST_AR_06_ADMIN               | <input type="checkbox"/> ST_AR_13_ACADEMIC_PERSONNEL |  |
| <input type="checkbox"/> ST_AR_07_KF_CLERK_CK_ASST    | <input type="checkbox"/> ST_AR_14_ADMISSIONS_PSEOP   |  |

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT FINANCIAL AID – Mark Evans / Steven Minnich (Michael Schwartz Center)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> FA_00_SYSTEMS_MANAGER          | <input type="checkbox"/> FA_14_SAP_SUPPORT_STAFF       | <input type="checkbox"/> FA_29_BURSAR_BASICS_VIEW       |
| <input type="checkbox"/> FA_00_TECH_STAFF_FULL_Q        | <input type="checkbox"/> FA_15_SCH_SUPPORT_STAFF       | <input type="checkbox"/> FA_30_BURSAR_EFT_LOAN_M        |
| <input type="checkbox"/> FA_01_SYS_ADMIN_FULL_ACCESS    | <input type="checkbox"/> FA_16_ADMISSION_SUPPORT_STAFF | <input type="checkbox"/> FA_31_ACAD_REGISTRAR_VIEW      |
| <input type="checkbox"/> FA_02_SYS_SUPRT_LIMITED_ACCESS | <input type="checkbox"/> FA_17_GA_STUDENT_STAFF        | <input type="checkbox"/> FA_32_ADMISSION_VIEW           |
| <input type="checkbox"/> FA_03_REPORTS_PROCESSES_FULL   | <input type="checkbox"/> FA_18_STUDENT_VERIFICATION    | <input type="checkbox"/> FA_33_CODE_PROM_BANWORX        |
| <input type="checkbox"/> FA_04_REPORTS_PROCESSES_PART   | <input type="checkbox"/> FA_19_STUDENT_LOAN_PJ         | <input type="checkbox"/> FA_34_ONLINE_AUTO_PROCESS_STAF |
| <input type="checkbox"/> FA_05_PRINTING_LETTERS         | <input type="checkbox"/> FA_20_STUDENT_SAP_SCH         | <input type="checkbox"/> FA_35_ONLINE_AUTO_PROCESS_GA   |
| <input type="checkbox"/> FA_06_LEADERSHIP_STAFF         | <input type="checkbox"/> FA_21_PHONE_STUDENT_STAFF     | <input type="checkbox"/> FA_40_BURSAR_R2T4_MAINT        |
| <input type="checkbox"/> FA_07_COUNSEORS_STAFF          | <input type="checkbox"/> FA_22_OTHER_STUDENT_STAFF     | <input type="checkbox"/> FA_41_RHACOMM_MAINT            |
| <input type="checkbox"/> FA_08_LOAN_STAFF               | <input type="checkbox"/> FA_23_REGIONAL_CAMPUS_STAFF_M | <input type="checkbox"/> FA_42_CLSVC_TEMP_PT_LMTD_MAINT |
| <input type="checkbox"/> FA_09_GRANT_STAFF              | <input type="checkbox"/> FA_24_REGIONAL_CAMPUS_STAFF_Q | <input type="checkbox"/> FA_43_ATHLETICS_SCH_DONOR_VIEW |
| <input type="checkbox"/> FA_10_STUDENT_EMPLOYMENT_STAFF | <input type="checkbox"/> FA_25_FWS_DEPARTMENTS_M       | <input type="checkbox"/> FA_44_SSB_MAINT                |
| <input type="checkbox"/> FA_11_VERIF_SUPPORT_STAFF_SUP  | <input type="checkbox"/> FA_26_FWS_DEPARTMENTS_Q       |   |
| <input type="checkbox"/> FA_12_VERIF_SUPPORT_STAFF      | <input type="checkbox"/> FA_27_EMSA_VP_OFFICE          | <input type="checkbox"/> Non-KSU Employee FA Access     |
| <input type="checkbox"/> FA_13_LOAN_SUPPORT_STAFF       | <input type="checkbox"/> FA_28_BURSAR_REPORTS_PROCESS  | (For Portal Team)                                       |

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

Flashline User ID \_\_\_\_\_@kent.edu Request Date \_\_\_\_\_

STUDENT ACCESSIBILITY SERVICES – Mary (Mollie) Miller (DeWeese Health Center)

☐ ST\_OTHR\_03\_MAINTAIN\_DISABILITY ☐ ST\_OTHR\_05\_MAINT\_DIS\_ALL ☐ ST\_OTHR\_06\_VIEW\_DISABILITY  
☐ ST\_SAS\_MED\_MNTCE

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

RESIDENCE SERVICES– Jill Church / David Taylor (Korb Hall)

☐ ST\_HOUSING\_01\_ROOM\_ASGN\_MAINT

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

FACILITIES – Matt Rogers (Lowry Hall)

☐ ST\_LOC\_MNGT\_MAINT

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

INFORMATION TECHNOLOGY - Andrea Nunley (Stewart)

☐ STU\_23\_STUDENT\_PROJECT\_MGR ☐ STU\_24\_IS\_TECHNICAL\_STAFF ☐ STU\_25\_SGHE\_STU\_CONSULTANT

Data steward signature \_\_\_\_\_ Date \_\_\_\_\_

### SECURITY BUSINESS PROFILES

#### ADMAOS\_HOLD MANAGERS

Security Profile		Business Group	Data Steward	Signature
ST_GENP_01_MAINTAIN_HOLDS	<input type="checkbox"/>	ADMAC_HOLD MANAGERS (Admissions – Ashtabula)	Brian Pekarek	
	<input type="checkbox"/>	ADMECSA_HOLD MANAGERS (Admissions – East Liverpool & Salem)		
	<input type="checkbox"/>	ADMGC_HOLD MANAGERS (Admissions – Geauga)		
	<input type="checkbox"/>	ADMGSM_HOLD MANAGERS (Admissions – Grad Schl of Mngt)		
	<input type="checkbox"/>	ADMEHS_HOLD MANAGERS (Admissions – Educ, Health & Human Svcs)		
	<input type="checkbox"/>	ADMOIA_HOLD MANAGERS (Admissions – International Stu Svcs)		
	<input type="checkbox"/>	ADMGRAGS_HOLD MANAGERS (Admissions – RAGS)		
	<input type="checkbox"/>	ADMST_HOLD MANAGERS (Admissions – Stark)		
	<input type="checkbox"/>	ADMTR_HOLD MANAGERS (Admissions – Trumbull)		
	<input type="checkbox"/>	ADMTU_HOLD MANAGERS (Admissions – Tuscarawas)		
	<input type="checkbox"/>	ADM_HOLD MANAGERS (Admissions – UG Kent)		
	<input type="checkbox"/>	BURS_HOLD MANAGERS (Bursar)	Les Carter	
	<input type="checkbox"/>	DNST_HOLD MANAGERS (Dean of Students)	Shay Little	
	<input type="checkbox"/>	HEAL_HOLD MANAGERS (Health Center)	David Bettinger	
	<input type="checkbox"/>	JA_HOLD MANAGERS (Judicial Affairs)	Todd Kamenash	
	<input type="checkbox"/>	REG_HOLD MANAGERS (Registrar)	Gail Rebata	
	<input type="checkbox"/>	RES_HOLD MANAGERS (Resident Services)	Jill Church David Taylor	
ST_SCHD_04_DEPT_ACAD_SCHEDULER	<input type="checkbox"/>	STU_DEPT_ACADEMIC_SCHEDULER Kent Campus Section Scheduler	Gail Rebata Lynette Johnson	
ST_SCHD_03_GEN_ACAD_SCHEDULER	<input type="checkbox"/>	STU_GENERAL_ACADEMIC_SCHEDULER Regional Campus Section Scheduler		

### Section 3 - To be completed by Information Technology

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

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

# **Kent State University**

## **Request for Banner Student Instructions**

### **When to use this form**

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

### **How to use this form**

Sections 1 and 2 of the form should be completed by the user's unit security administrator and then distributed to the data steward for each requested profile. After all necessary authorizations are collected, the form should be sent to the Access Management Group for processing.

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

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

*When requesting additional rights for a user who already has access to Banner Student:* Provide all information requested in Section 1, selecting "Additional Access" on the "Request Type" line. Only the additional security profiles need to be selected in section 2.

*When requesting a change to existing rights for a user who already has access to Banner Student:* Provide all information requested in Section 1, selecting "Replace Permissions" on the "Request Type" line.

**WHEN PROCESSED, THE USER'S EXISTING BANNER STUDENT ACCESS WILL BE REMOVED AND REPLACED WITH THE SECURITY PROFILES MARKED IN SECTION 2.**

Assistance in completing section 2 should be obtained from the security administrator for the authorizing department. For instance, to determine the proper profiles needed for access to admissions functions, contact the security administrator for the Admissions Office.

### **What to expect**

Once a completed form is submitted, the Access Management Group will review the request and assign system rights to the user as specified in Section 2. To confirm completion of the request, an e-mail notification will be sent by the Access Management Group to the user's unit security administrator.