**Kent State University**
**Request for Banner Document Management Suite Access**
**(Document Imaging/Xtender/BDM)**

**Instructions:** Collect signatures and FAX authorized form to Access Management Group (Stewart Hall 246) 330-672-3253. Call for assistance at 330-672-1366.

## Section 1 - User information, to be completed by requesting department 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): ☐ Production ☐ Test _____ (instance)

Purpose for access _____

_____

**(C) Departmental Authorization**

Dept Security Admin Name _____

Dept Security Admin Signature _____ Date _____

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

## Section 2 – Document Imaging groups, to be completed by Application Owner for appropriate business unit

NOTE: When making group selections request only one group per application.

**REGISTRAR - Gail Rebeta/Lynette Johnson (Schwartz Center)**
**Document Types include Archived Student Records previous to 2008, Grade Changes, and Program Changes**

Application: B-S-ID (Banner Student Common)

☐ B-S-ID ADMINISTATOR (REGISTRAR'S OFFICE ONLY - ABILITY TO RESET BATCHES – AN ADMINISTRATIVE PRIVILEGE, CAN SEE BLOCKED DOCUMENTS*)

☐ B-S-ID POWER USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO MODIFY INDEX VALUES AND SEE BLOCKED DOCUMENTS*)

☐ B-S-ID SCANNING USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO SCAN AND INDEX, CAN SEE BLOCKED DOCUMENTS*)

☐ B-S-ID READ-PRINT USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT, CAN SEE BLOCKED DOCUMENTS*)

☐ B-S-ID LTD SCANNING USERS (ABILITY TO SCAN AND INDEX, CANNOT SEE BLOCKED DOCUMENTS OR MODIFY INDEX VALUES)

☐ B-S-ID LTD READ-PRINT USERS (ABILITY TO READ AND PRINT, CANNOT SEE BLOCKED DOCUMENTS)

*Blocked Documents include deceased and famous student records

Application: B-S-GRADE-ROSTERS (Grade Rosters)

☐ B-S-GRADE-ROSTERS SCANNING USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO SCAN AND INDEX)
☐ B-S-GRADE-ROSTERS READ-PRINT USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT)

Application: B-S-NCAA-ELIGIBILITY (Student Driven NCAA Eligibility Documents)

☐ B-S-NCAA-ELIGIBILITY SCANNING USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO SCAN AND INDEX)
☐ B-S-NCAA-ELIGIBILITY OUR READ-PRINT USERS (REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT)
☐ B-S-NCAA-ELIGIBILITY ATH SCANNING USERS (ATHLETICS - ABILITY TO READ AND PRINT)
☐ B-S-NCAA-ELIGIBILITY ADMN READ-PRINT USERS (ADMISSIONS - ABILITY TO READ AND PRINT INITIAL ELIG ONLY)

## Application: NCAA-ELIGIBILITY-TERM-DOCS (Term Driven NCAA Eligibility Documents)

☐ NCAA-ELIGIBILITY-TERM-DOCS SCANNING USERS　　(REGISTRAR'S OFFICE ONLY - ABILITY TO SCAN AND INDEX)
☐ NCAA-ELIGIBILITY-TERM-DOCS OUR READ-PRINT USERS　　(REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT)
☐ NCAA-ELIGIBILITY-TERM-DOCS ATH READ-PRINT USERS　　(ATHLETICS - ABILITY TO READ AND PRINT)

## Application: PRE-1979-TRANSCRIPTS (Pre 1979 Transcripts migrated from the Mainframe)

☐ PRE-1979 POWER USERS　　(REGISTRAR'S OFFICE ONLY - ABILITY TO EDIT)
☐ PRE-1979 READ-PRINT USERS　　(REGISTRAR'S OFFICE ONLY - ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

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**ADMISSIONS – Brian Pekarek (208 Schwartz Center)**
**Document Types include 2008 and forward admissions documents (Transcripts, Applications, Reference Letters, College Prep Forms, etc.)**

## Application: B-S-ADMN (Banner Student Admissions)

☐ B-S-ADMN AU READ-PRINT TRANSCRIPT USERS　　(ABILITY TO READ AND PRINT TRANSCRIPTS ONLY - TYPICAL USERS ARE UNDERGRAD ADVISORS)

☐ B-S-ADMN AU READ-PRINT USERS　　(ABILITY TO READ AND PRINT EXCEPT SENSITIVE DOCUMENTS*)

☐ B-S-ADMN AU OIA SCANNING USERS　　(OIA OFFICE ONLY - ABILITY TO SCAN, INDEX, READ, PRINT, and SEE SENSITIVE DOCUMENTS* and PROTECTED INTERNATIONAL DOCUMENTS)

☐ B-S-ADMN AU SCANNING USERS　　(ADMISSIONS OFFICES ONLY - ABILITY TO SCAN, INDEX, READ, PRINT, and SEE SENSITIVE DOCUMENTS*)

☐ B-S-ADMN AU ADMINISTRATOR　　(ADMISSIONS OFFICES ONLY - ABILITY TO RESET BATCHES – AN ADMINISTRATIVE PRIVILEGE, SCAN, INDEX, READ, PRINT, and SEE SENSITIVE DOCUMENTS*)

☐ B-S-ADMN AU OIA READ-PRINT USERS　　(OFFICE OF INTERNATIONAL AFFAIRS ONLY - ABILITY TO READ AND PRINT, CAN SEE FINIANICAL DOCUMENTATION)

☐ B-S-ADMN AU BIOMED READ-ONLY USERS　　(BIOMEDICAL CONSORTIUM ONLY - ABILITY TO ONLY READ BIOMED FILES)

☐ B-S-ADMN AOS USERS　　(ADMISSIONS OPERATIONS AND SYSTEMS ONLY - ABILITY TO SCAN, INDEX, READ, PRINT, and SEE SENSITIVE DOCUMENTS*)

☐ B-S-ADMN OUR POWER USERS　　(REGISTRAR ONLY- ABILITY TO READ AND PRINT, CAN SEE SENSITIVE DOCUMENTS*)

☐ B-S-ADMN OUR READ-PRINT USERS　　(REGISTRAR ONLY - ABILITY TO READ AND PRINT)

☐ B-S-ADMN TRANSFER CENTER USERS　　(TRANSFER CENTER ONLY - ABILITY TO READ, PRINT, AND ANNOTATE)

☐ B-S-ADMN GRAD SPCL READ-PRINT USERS　　(ABILITY TO READ AND PRINT ADM DOCS, PERSONAL EXPLANATION STATEMENT, EXCLUDES SENSITIVE DOCUMENTS*)

☐ B-S-ADMN GRAD SPCL SCANNING USERS　　(GRAD ADMISSIONS ONLY-ABILITY TO SCAN, INDEX, READ, PRINT ADM DOCS. INCLUDES SENSITIVE DOCUMENTS* and PERSONAL EXPLANATION STATEMENT)

*Sensitive documents include: SSN/Name Change, Financial Documentation, and Residency Requirements

Application Owner Signature _____ Date _____

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**STUDENT FINANCIAL AID – Mark Evans/Anissa Strickland (103 Schwartz Center)**

## Application: B-R-ID Scanning Users (Banner Financial Aid Common)

☐ B-R-ID SCANNING USERS　　(ABILITY TO SCAN AND INDEX)

Application Owner Signature _____ Date _____

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**PROVOST / ACADEMIC AFFAIRS -  See Application (Library)**

## Application: B-P-FACULTY (Banner Provost Faculty Documents – Karen Keenan)

☐ B-P-FACULTY SCANNING USERS　　(ABILITY TO SCAN AND INDEX)
☐ B-P-FACULTY READ-PRINT USERS　　(ABILITY TO READ AND PRINT)

## Application: PROVOST_AGREEMENTS (Provost Office Agreements – Karen Keenan)

☐ PROVOST_AGREEMENTS SCANNING USERS　　(ABILITY TO SCAN AND INDEX)

*Version 1.34 Last Revised: 8/7/2013*

☐ PROVOST_AGREEMENTS READ-PRINT USERS          (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

## Application: PROVOST-COURSE-CCP-BDS (Course Curriculum Proposals and Basic Data Sheets) and
## Application: PROVOST-PROGRAM-CCP (Program Course Curriculum Proposals) – Therese Tillett

☐ PROVOST-COURSE-PROGRAM SCANNING USERS          (ABILITY TO SCAN AND INDEX)
☐ PROVOST-COURSE-PROGRAM READ-PRINT USERS          (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

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**COLLEGE OF NURSING – Laura Dzurec (Henderson Hall)**

## Application: B-S-NUR-GRADUATION-CLINICAL (Banner College of Nursing Graduation and Clinical Files)

☐ B-S-NUR-GRADUATION-CLINICAL SCANNING USERS          (ABILITY TO SCAN AND INDEX)

Application Owner Signature _____ Date _____

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**BURSAR – See Application (Schwartz Center)**

## Application: B-S-BURSAR-ARS (Banner Bursar Accounts Receivable – Kristin Olafsdottir)

☐ B-S-BURSAR-ARS POWER USERS          (ABILITY TO SCAN, INDEX, AND DELETE DOCUMENTS)
☐ B-S-BURSAR-ARS SCANNING USERS          (ABILITY TO SCAN AND INDEX)
☐ B-S-BURSAR-ARS READ-PRINT USERS          (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

## Application: B-S-BURSAR-PNS-LOANS (Bursar Perkins, Nursing, and Schell Loans – Leslie Carter)

☐ B-S-BURSAR-PNS-LOANS SCANNING USERS          (ABILITY TO SCAN AND INDEX)
☐ B-S-BURSAR-PNS-LOANS READ-PRINT USERS          (ABILITY TO READ AND PRINT)

## Application: B-S-BURSAR-SIS-DATA (Banner Student Bursar Archived Sis Data – Leslie Carter)

☐ B-S-BURSAR-SIS-DATA READ-PRINT USERS          (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

## Application: BURSAR-CASHIER (Bursar Cashier Checkout – Pamela Wilkes)

☐ BURSAR-CASHIER SCANNING USERS          (ABILITY TO SCAN AND INDEX)
☐ BURSAR-CASHIER READ-PRINT USERS          (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

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**CAREER SERVICES -  Ann Motayar/Ami Hollis   (Schwartz Center)**

## Application: B-S-CSC-STU-EMP (Career Service Center Student Employment)

☐ B-S-STU-CSC-EMP SCANNING USERS          (ABILITY TO SCAN AND INDEX)
☐ B-S-STU-CSC-EMP READ-PRINT USERS          (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

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**HUMAN RESOURCES – Amelie Anderson/Tia McKee (Terrace Hall – Fax** 23047**)**

## Application: B-H-GRV-FILES (HR Grievance Files)

☐ B-H-GRV-FILES READ-PRINT USERS          (HR GRIEVANCE FILES - ABILITY TO READ AND PRINT LIMITED
                                                                            DOCUMENT TYPES)

☐ B-H-GRV-FILES SCANNING USERS          (HR GRIEVANCE FILES - ABILITY TO SCAN AND INDEX)

## Application: B-H-ID-KENT (Banner HR Common)

- [ ] B-H-ID-KENT AP SCANNING USERS (ACADEMIC PERSONNEL ONLY - ABILITY TO SCAN AND INDEX)
- [ ] B-H-ID-KENT BENEFITS SCANNING USERS (BENEFITS ONLY - ABILITY TO SCAN AND INDEX BENEFITS DOCUMENT TYPES)
- [ ] B-H-ID-KENT COMPENSATION READ-PRINT USERS (COMPENSATION ONLY - ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)
- [ ] B-H-ID-KENT CSC READ-PRINT USERS (CAREER SERVICES ONLY - ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)
- [ ] B-H-ID-KENT EOAA SCANNING USERS (EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PERSONNEL ONLY - ABILITY TO SCAN AND INDEX)
- [ ] B-H-ID-KENT EOAA & RECORDS SCANNING USERS (EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PERSONNEL ONLY - ABILITY TO SCAN AND INDEX)
- [ ] B-H-ID-KENT EMP RELATIONS READ-PRINT USERS (EMPLOYMENT RELATIONS ONLY - ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)
- [ ] B-H-ID-KENT PAYROLL SCANNING USERS (PAYROLL ONLY - ABILITY TO SCAN AND INDEX)
- [ ] B-H-ID-KENT RECORDS READ-PRINT USERS (ABILITY TO READ AND PRINT PERSONNEL RECORDS)
- [ ] B-H-ID-KENT RECORDS SCANNING USERS (RECORDS ONLY- ABILITY TO SCAN AND INDEX)
- [ ] B-H-ID-KENT RECORDS AND BENEFITS SCANNING USERS (ABILITY TO SCAN AND INDEX RECORDS AND BENEFITS DOCUMENT TYPES)
- [ ] B-H-ID-KENT REGIONAL CAMPUS READ-PRINT USERS (REGIONAL CAMPUSES ONLY - ABILITY TO READ-PRINT LIMITED RECORDS DOCUMENT TYPES)
- [ ] B-H-ID-KENT RPIE READ-PRINT USERS (RPIE ONLY- ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)
- [ ] B-H-ID-KENT TALENT MGMT READ-PRINT USERS (TALENT MANAGEMENT ONLY – ABILITY TO READ AND PRINT LIMITED DOCUMENT TYPES)

## Application: B-H-POSN-KENT (Banner HR Position)

- [ ] B-H-POSN-KENT EOAA SCANNING USERS (AFFIRMITIVE ACTION - ABILITY TO SCAN AND INDEX)

## Application: B-H-RECLS-KENT (Banner HR Position)

- [ ] B-H-RECLS-KENT EOAA READ-PRINT USERS (COMPENSATION RECLASSIFICATION FILES - ABILITY TO READ AND PRINT DOCUMENTS)
- [ ] B-H-RECLS-KENT EOAA SCANNING USERS (COMPENSATION RECLASSIFICATION FILES - ABILITY TO SCAN AND INDEX)

Application Owner Signature _____ Date _____

**ACCOUNTS PAYABLE –Emily Hermon/Barb Biltz  (Schwartz Center)**

## Application: B-F-DOCS-KENT (Banner Finance Procurement Documents)

- [ ] B-F-DOCS-KENT POWER USERS (ABILITY TO RESET BATCHES, AN ADMINISTRATIVE PRIVILEGE)
- [ ] B-F-DOCS-KENT SCANNING USERS (ABILITY TO SCAN AND INDEX)
- [ ] B-F-DOCS-KENT ANNO-REDACT USERS (ABILITY TO ANNOTATE AND REDACT)
- [ ] B-F-DOCS-KENT ANNOTATING USERS (ABILITY TO ANNOTATE)
- [ ] B-F-DOCS-KENT READ-PRINT USERS (ABILITY TO READ AND PRINT)

## Application: B-F-VENDOR-DOCS (Banner Finance Vendor Documents)

- [ ] B-F-VENDOR-DOCS SCANNING USERS (ABILITY TO SCAN AND INDEX)
- [ ] B-F-VENDOR-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

**CONTROLLER'S OFFICE – Tammy Slusser  (Schwartz Center)**

## Application: B-F-JOURNAL-ENTRIES (Banner Finance Journal Entries)

- [ ] B-F-JOURNAL-ENTRIES SCANNING USERS (ABILITY TO SCAN AND INDEX)
- [ ] B-F-JOURNAL-ENTRIES READ-PRINT USERS (ABILITY TO READ AND PRINT)

## Application: B-F-INDEX-REQUESTS (New Index Requests)
- ☐ B-F-INDEX-REQUESTS SCANNING USERS       (ABILITY TO SCAN AND INDEX)
- ☐ B-F-INDEX-REQUESTS READ-PRINT USERS       (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

**INSTITUTIONAL ADVANCEMENT – Kathleen Sackett/Franchesca Purkey (Foundation Development Building)**

## Application: URD_DONOR (Institutional Advancement Donor Documents)
- ☐ URD_DONOR SCANNING USERS       (ABILITY TO SCAN AND INDEX)
- ☐ URD_DONOR SCAN-ONLY USERS       (ABILITY TO SCAN, READ, AND PRINT)
- ☐ URD_DONOR READ-ONLY USERS       (ABILITY TO READ AND PRINT)
- ☐ URD_DONOR LTD SCANNING USERS       (ABILITY TO SCAN AND INDEX, CANNOT SEE CHECK DOCUMENTS)
- ☐ URD_DONOR LTD READ-ONLY USERS       (ABILITY TO READ AND PRINT, CANNOT SEE CHECK DOCUMENTS)

## Application: URD_GRANTS (Institutional Advancement Grant Documents)
- ☐ URD_GRANTS SCANNING USERS       (ABILITY TO SCAN AND INDEX)
- ☐ URD_GRANTS SCAN-ONLY USERS       (ABILITY TO SCAN, READ, AND PRINT)
- ☐ URD_GRANTS READ-ONLY USERS       (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

**THE KENT STATE UNIVERSITY FOUNDATION – Mike Strebler/Mary Kay Hluch (Foundation Development Building)**

## Application: ADVANCEMENT-ENDOWMENTS (The KSU Foundation Endowment Documents)
- ☐ ADVANCEMENT-ENDOWMENTS SCANNING USERS       (ABILITY TO SCAN AND INDEX)
- ☐ ADVANCEMENT-ENDOWMENTS AND B-A-DISBURSEMENTS READ-PRINT USERS (ABILITY TO READ AND PRINT)

## Application: B-A-DISBURSEMENTS (The KSU Foundation Pledge Documents)
- ☐ B-A-DISBURSEMENT SCANNING USERS       (ABILITY TO SCAN AND INDEX)
  Use ADVANCEMENT-ENDOWMENTS AND B-A-DISBURSEMENTS READ-PRINT USERS group above for Read-Print Users

## Application: B-A-PLEDGES (The KSU Foundation Pledge Documents)
- ☐ B-A-PLEDGES SCANNING USERS       (ABILITY TO SCAN AND INDEX)
- ☐ B-A-PLEDGES READ-PRINT USERS       (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

**ALUMNI RELATIONS – Karen Plunket (Williamson Alumni Center)**

## Application: B-F-AP-ALUMNI (Accounts Payable documents for Alumni Relations)
- ☐ B-F-AP-ALUMNI SCANNING USERS       (ABILITY TO SCAN AND INDEX)
- ☐ B-F-AP-ALUMNI READ-PRINT USERS       (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

**SPONSORED-PROGRAMS – Lori Burchard (Cartwright Hall)**

## Application: SPONSORED-PROGRAMS (Graduate Studies Sponsored Program Documents)
- ☐ SPONSORED-PROGRAMS SCANNING USERS       (ABILITY TO SCAN AND INDEX)
- ☐ SPONSORED-PROGRAMS READ-PRINT USERS       (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

Application: B-S-CONDUCT (Student Conduct – Todd Kamenash – Office of Judicial Affairs)
☐ B-S-CONDUCT SCANNING USERS    (ABILITY TO SCAN AND INDEX)
☐ B-S-CONDUCT READ-PRINT USERS   (ABILITY TO READ AND PRINT)


Application Owner Signature _____ Date _____


Application: STUDENT-OMBUDS (VP EMSA – Barb Boltz – Student Center)
☐ STUDENT-OMBUDS SCANNING USERS   (ABILITY TO SCAN AND INDEX)
☐ STUDENT-OMBUDS READ-PRINT USERS  (ABILITY TO READ AND PRINT)


Application Owner Signature _____ Date _____


Application: B-H-EMSA-KENT (VP EMSA – Kerry Angle – Student Center)
☐ B-H-EMSA-KENT SCANNING USERS   (ABILITY TO SCAN AND INDEX)
☐ B-H-EMSA-KENT READ-PRINT USERS  (ABILITY TO READ AND PRINT)


Application: EMSA-BUDGET-DOCS (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-BUDGET-DOCS SCANNING USERS  (ABILITY TO SCAN AND INDEX)
☐ EMSA-BUDGET-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)


Application: EMSA-CENTRAL-FILES (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-CENTRAL-FILES SCANNING USERS  (ABILITY TO SCAN AND INDEX)
☐ EMSA-CENTRAL-FILES READ-PRINT USERS (ABILITY TO READ AND PRINT)


Application: EMSA-COMM-MTGS (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-COMM-MTGS SCANNING USERS  (ABILITY TO SCAN AND INDEX)
☐ EMSA-COMM-MTGS READ-PRINT USERS (ABILITY TO READ AND PRINT)


Application: EMSA-CONTRACT-DOCS (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-CONTRACT-DOCS SCANNING USERS  (ABILITY TO SCAN AND INDEX)
☐ EMSA-CONTRACT-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)


Application: EMSA-DEAN_OF_STUDENTS-FILES (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-DEAN_OF_STUDENTS-FILES SCANNING USERS  (ABILITY TO SCAN AND INDEX)
☐ EMSA-DEAN_OF_STUDENTS-FILES READ-PRINT USERS  (ABILITY TO READ AND PRINT)


Application: EMSA-DEAN_OF_STUDENTS-STUDENT-FILES (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-DEAN_OF_STUDENTS-STUDENT-FILES SCANNING USERS  (ABILITY TO SCAN AND INDEX)
☐ EMSA-DEAN_OF_STUDENTS-STUDENT-FILES READ-PRINT USERS  (ABILITY TO READ AND PRINT)


Application: EMSA-DEPT-FILES (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-DEPT-FILES SCANNING USERS  (ABILITY TO SCAN AND INDEX)
☐ EMSA-DEPT-FILES READ-PRINT USERS  (ABILITY TO READ AND PRINT)


Application: EMSA-ENROLL_MNGT-FILES (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-ENROLL_MNGT-FILES SCANNING USERS (ABILITY TO SCAN AND INDEX)
☐ EMSA-ENROLL_MNGT-FILES READ-PRINT USERS (ABILITY TO READ AND PRINT)


Application: EMSA-GRAD_ASSTS-DOCS (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-GRAD_ASSTS-DOCS SCANNING USERS (ABILITY TO SCAN AND INDEX)
☐ EMSA-GRAD_ASSTS-DOCS READ-PRINT USERS (ABILITY TO READ AND PRINT)


Application: EMSA-LNC-DOCS (VP EMSA – Kerry Angle – Student Center)

☐ EMSA-LNC-DOCS SCANNING USERS           (ABILITY TO SCAN AND INDEX)
☐ EMSA-LNC-DOCS READ-PRINT USERS        (ABILITY TO READ AND PRINT)

## Application: EMSA-MEMBERSHIP-DOCS (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-MEMBERSHIP-DOCS SCANNING USERS      (ABILITY TO SCAN AND INDEX)
☐ EMSA-MEMBERSHIP-DOCS READ-PRINT USERS    (ABILITY TO READ AND PRINT)

## Application: EMSA-OFFICE_STAFF-FILES (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-OFFICE_STAFF-FILES SCANNING USERS    (ABILITY TO SCAN AND INDEX)
☐ EMSA-OFFICE_STAFF-FILES READ-PRINT USERS   (ABILITY TO READ AND PRINT)

## Application: EMSA-PERSONNEL-DOCS (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-PERSONNEL-DOCS SCANNING USERS      (ABILITY TO SCAN AND INDEX)
☐ EMSA-PERSONNEL-DOCS READ-PRINT USERS    (ABILITY TO READ AND PRINT)

## Application: EMSA-POSN-SEARCH (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-POSN-SEARCH SCANNING USERS        (ABILITY TO SCAN AND INDEX)
☐ EMSA-POSN-SEARCH READ-PRINT USERS      (ABILITY TO READ AND PRINT)

## Application: EMSA-STU-TRUSTEE (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-STU-TRUSTEE SCANNING USERS        (ABILITY TO SCAN AND INDEX)
☐ EMSA-STU-TRUSTEE READ-PRINT USERS      (ABILITY TO READ AND PRINT)

## Application: EMSA-VPE_OFFICE-ISSUES (VP EMSA – Kerry Angle – Student Center)
☐ EMSA-VPE_OFFICE-ISSUES SCANNING USERS    (ABILITY TO SCAN AND INDEX)
☐ EMSA-VPE_OFFICE-ISSUES READ-PRINT USERS   (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

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**COLLEGE OF ARTS AND SCIENCES – Matthew Minichillo (Bowman Hall)**

## Application: B-S-DGRE-KENT-AS (Student Degree Documents for College of Arts and Sciences)
☐ B-S-DGRE-KENT-AS SCANNING USERS        (ABILITY TO SCAN AND INDEX)
☐ B-S-DGRE-KENT-AS READ-PRINT USERS      (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

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**ACCESS MANAGEMENT - Brendan Walsh (Stewart Hall)**

## Application: ACCESS_MGMT_EMP_DOCS (Employee Driven Documents)
☐ ACCESS_MGMT SCANNING USERS                 (ABILITY TO SCAN AND INDEX EMP AND PROCESS DOCUMENTS)
☐ ACCESS_MGMT READ-PRINT USERS              (ABILITY TO READ AND PRINT EMP AND PROCESS DOCUMENTS)
☐ ACCESS_MGMT_EMP_DOCS AS READ-PRINT USERS   (APPLICATION SUPPORT USERS - ABILITY TO READ AND PRINT I.S. TEAM/CONSULTANT ERP ACCESS DOCUMENTS)
☐ ACCESS_MGMT_EMP_DOCS DS READ-PRINT USERS   (DATA STEWARDS - ABILITY TO READ AND PRINT BANNER ACCESS AND CONFIDENTIALITY FORMS ONLY)
☐ ACCESS_MGMT_EMP_DOCS HR READ-PRINT USERS   (HR USERS - ABILITY TO READ AND PRINT – CONFIDENTIALITY FORMS ONLY)

## Application: ACCESS_MGMT_PROCESS_DOCS (Process Driven Documents)
☐ ACCESS_MGMT SCANNING USERS                 (ABILITY TO SCAN AND INDEX EMP AND PROCESS DOCUMENTS)
☐ ACCESS_MGMT READ-PRINT USERS              (ABILITY TO READ AND PRINT EMP AND PROCESS DOCUMENTS)

Application Owner Signature _____ Date _____

**SECURITY AND ACCESS MANAGEMENT – Kimberly Price (Stewart Hall)**

Application: DMCA-COMPLIANCE-DOCS (DMCA - DIGITAL MILLENNIUM COPYWRITE ACT FORM)

☐ DMCA-COMPLIANCE-DOCS SCANNING USERS          (ABILITY TO SCAN AND INDEX)

☐ DMCA-COMPLIANCE-DOCS READ-PRINT USERS          (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

**APPLICATION SERVICES – Andrea Nunley (Stewart Hall)**

Application: IS-CODE-PROMOTIONS (Information Services Code Promotion Documents)

☐ IS-CODE-PROMOTIONS SCANNING USERS          (ABILITY TO SCAN AND INDEX)

☐ IS-CODE-PROMOTIONS READ-PRINT USERS          (ABILITY TO READ AND PRINT)

Application Owner Signature _____ Date _____

**BAN_XTENDER_C Chris Muller (Stewart Hall)**

DESCRIPTION: BAN_XTENDER_C is a class intended for BDMS Administrators

☐ VIEW AND EDIT ALL DOCUMENT MANAGEMENT SUITE FORMS IN BANNER ID
    (ERALINK, ESALINK, ESIAUDT, ETVAXAP, EXABCXT, EXAINST, and EXAPRID)

Class Owner Signature _____ Date _____

## Section 3 - To be completed by Information Services

Completed by _____ Date _____

☐ Verify confidentiality agreement, ☐ Grant approved access, ☐ Notify dept security administrator, ☐ Notify Application Owner

# Kent State University
**Request for Banner Document Management Suite Access - Instructions**
**When to use this form**

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

**How to use this form**

Sections 1 and 2 of the form should be completed by the user's departmental security administrator and then distributed to the application owner for each requested group. If the Security Administrator has questions about which group to select, the Application Owner should be contacted. After all necessary authorizations are collected, the form should be sent to the Access Management Group for processing. When making group selections request only one group per application.

*When submitting a request for a user who does not currently have access to Banner Document Management Suite*: 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 Document Management Suite:* 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 Document Management Suite:* Provide all information requested in Section 1, selecting "Additional Access" on the "Request Type" line. Only the additional security groups need to be selected in section 2.

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

**WHEN PROCESSED, THE USER'S EXISTING BANNER DOCUMENT MANAGEMENT SUITE ACCESS WILL BE REMOVED AND REPLACED WITH THE SECURITY GROUPS MARKED IN SECTION 2.**

Assistance in completing section 2 should be obtained from the application owner for the authorizing department. For instance, to determine the proper group needed for access to admissions imaging application, contact the application owner for the Admissions.

**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 department security administrator.