BANNER Student System Access Request

Name: [_____] **Department:** [_____] **Position:** [_____]

ID Number: [_____] **Email:** [_____] @uoregon.edu

○ Staff   ○ Faculty   ○ GTF

Other Staff Type: [_____]

Signature: _____   ☐ I have completed FERPA Training

BOLD fields in top section are required. Employee must provide a signature. See bottom for signature guidelines. Contact registrar@uoregon.edu for assistance.

Banner Student Query Access   *Name, Contact, Program, Enrollment, Test Scores, Degree Summary, Schedule Detail, Section Info, etc.*

☐ New Query Access   ☐ SQASMRY: Student Summary Access Only   ☐ Renew/Change Access   ☐ TERMINATE Access

Additional Query Access   *Transcript & GPA data is limited to users with an educational need to know.*
*Requires a specific business reason

Please describe your educational need to know. Your reason should include use-case examples that elucidate not just your job title, but specific job duties that require access to GPA and/or Transcript data:

☐ SQAGPAS* Student GPA Only

☐ SHACRSE* Course Summary (GPA + Transcript)

[_____]

Departmental Controls   *Prerequisites, Registration Overrides, Advisor Maintenance, Individualized Study Assignments, etc.*
*Requires List of Subject Codes

☐ New Access   Subject Codes Needed: [_____]

☐ Change My Access

Departmental Class Schedule   *Course Schedule Data Entry, Schedule Maintenance, includes CLSS Access.*
*Requires List of Subject Codes

☐ New Access   Subject Codes Needed: [_____]

☐ Change My Access

Grade Processing   *Term Grade Reporting, Grade Tracking, SWREGRP Grade Reports*
*Requires List of Subject Codes

☐ New Access   Subject Codes Needed: [_____]

☐ Change My Access

Major/Minor Approval   *Certify Completion of UG Major/Minor Requirements for Graduation.*
*Requires List of Major/Minor Codes

☐ New Access   Major/Minor Codes Needed: [_____]

☐ Change My Access

Other Banner Access   *Request Banner Student functions that are not included in the above categories.*

☐ Other Banner Forms: [_____]   **NOTE:** R, T, & P forms are not approved by the Registrar's Office.

☐ Copy Access of User: [_____]   **NOTE:** Requesting similar access to another user is helpful, but does not guarantee approval of all functions. Provide details in the categories on this form *in addition to* listing someone with similar access. Each section has a short description of functions. Subject codes are still needed.

Responsible Dean/Dept Head Approval
*Must be responsible for the department/subject codes requested

Printed Name: [_____]   **Signature:** _____   **Date:** _____

Handwritten signatures or an email from a UO email address are required for signature verification. Forms sent by the employee are NOT accepted. The approving Dean/Dept Head should send approved forms directly to registrar@uoregon.edu. It is best to forward the employee's originating thread including all parties to avoid delays. (Example: Employee sends email --> to Dean/Dept Head requesting Approval --> Dean/Dept Head forwards thread w/ signed form to registrar@uoregon.edu)

Registrar Use Only

Approval: _____

               University Registrar (or designee)   Date

FERPA Training Completed:

Security Classes Assigned:

	BAN_QUERY_LIMITED
	BAN_QUERY
	BAN_QUERY_SQASMRY
	BAN_RO_DEPT_DC
	BAN_RO_GRADES_DEPT
	BAN_RO_SCHED_DEPT
	BAN_RO_MAJR_APPR_DEPT

Other:

Subjects:

Subscribe: ☐ reg-news   ☐ schednews

_____

Student Security Officer   Date