

Eastern Washington University – Banner Finance Security Form

1. General Person (User) Information

Last Name: First Name: Middle Initial:

Department: Position/Title: Phone:

E-mail: EWU ID: Fax:

Select One: Faculty Administrative Staff Student Other – Attach Explanation

2. Select Type of Security/Access Being Requested

<input type="checkbox"/> Request General Access to Banner Finance (Z_FIN_DEPT_USER) <input type="checkbox"/> Change Specific Fund/Organization Access <input type="checkbox"/> Delete All Access to Banner Finance	Business Office Use Only Oracle ID: <input type="text"/> By: <input type="text"/> FOMPROF: <input type="text"/> By: <input type="text"/> Term. Date: <input type="text"/> By: <input type="text"/>
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3. Select Additional Type of Access (if appropriate)

Create Requisitions
 Journal Entries
 Budget Entries

4. General System Access Information

Do you currently have a Banner Login Name? Yes No If "Yes" enter Name:

Have you completed the Banner Finance 201-
Introduction to Banner Finance Training? Yes No If "Yes" enter Date:

5. Banner Finance Specific Organization Access (List Organization Codes(s) and Fund Code(s) to be accessed)

Organization Code	Fund Codes – List individually or check box to indicate all Funds for this Org									
<input type="text"/> <input type="checkbox"/> Add Org <input type="checkbox"/> Delete Org	<input type="checkbox"/> All Funds for this Org <input type="checkbox"/> Specific Fund	<table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 25%;"><input type="text"/></td> <td style="width: 25%;"><input type="text"/></td> <td style="width: 25%;"><input type="text"/></td> <td style="width: 25%;"><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6. User Responsibility Agreement and Approval

I have read and agree to abide by the terms set forth in the EWU Privacy and Security Policy, located at www.ewu.edu/x30698.xml.

I understand that the information I will be using is **confidential**, and is safeguarded by both Federal and State Law. I further understand that any willful misuse of this information may result in disciplinary actions.

User's signature	Date	Department Head/Supervisor	Date
Banner Finance Data Custodian	Date	Banner Security Officer	Date