

Banner Training/Access Request Form

Instructions

- All employees are required to complete the FERPA training: www.usu.edu/registrar/staff/ferpa
- Employees should complete the 'Employee Information' section
- Supervisors or HR Representatives should complete the 'Banner SSB' and/or 'Banner Admin' sections
- Bring this form to any required training classes and obtain the trainer's signature where applicable
- Deliver completed form to the Banner module leads
- You will receive an email confirmation once access has been granted
- For questions please contact the respective Banner module leads:

Finance – Sharyn Bradfield | **Student** – Adam Glead | **HR** – Jodi Morgan | **Financial Aid** - Steven Francom
 (435)797-8089 (435)797-7095 (435)797-1815 (435)797-0657

To be completed by the employee

Employee Information:

Last Name: _____ First Name: _____ MI: _____

Email Address: _____ Phone: _____

Department: _____ Birth Date: ___/___/___

Employee ID (A-Number): _____

By signing this form, I understand that the Banner system contains personal information protected by the Federal Privacy Act of 1974 (FERPA). Violation of this act can possibly result in criminal and civil penalties.

User Signature: _____ Date: ___/___/___

To be completed by employee's supervisor

Banner SSB / ACCESS:

Class(es):

Trainer's Signature & Date Completed:

Banner Admin (INB):

Class(es):

Trainer's Signature & Date Completed:

Additional Security Requested:

Employee's Job Title: _____

Supervisor's Signature (*Optional for HR*): _____ Date: ___/___/___

Financial Officer's Signature (*HR required*): _____ Date: ___/___/___