Utah State University

Banner Reporting Warehouse (WH) Training/Access Authorization Request

_____

Instructions:

- Complete the Personal Data and the WH Access Request sections. Have your supervisor sign the WH Access Request section. To review the FERPA guidelines see www.usu.edu/registrar/banner/FERPA.cfm.
- Discoverer training, courses, registration and instructions are found at the Banner Reporting Warehouse http://warehouse.usu.edu. Note below that Discoverer Viewer Users are only required to review an online Discoverer Viewer Tutorial. For assistance contact Trevor Bennett (Trevor.Bennett@usu.edu).
- Sign and date the form (user and supervisor). Reporting Warehouse access will not be granted unless both signatures are obtained.
- Deliver the completed form to Adam Gleed, Registrar's Office, UMC 1600. **An e-mail will be sent to you when access is activated and inform you of your User-ID and password if applicable.**

Personal Data:

Last Name: _____ First Name: _____ MI: _____

Email Address: _____ Phone: _____

Dept: _____ A Number: _____

By signing this form, I understand the Banner Reporting Warehouse contains data protected by the FERPA Federal Privacy Act. Violation of this act can possibly result in criminal/civil penalties and loss of employment.

User's Signature: _____ Date: _____

WH Access Request:

Warehouse Mgmt has identified the User Data Privileges for WH access. See Banner Reporting Warehouse http://warehouse.usu.edu for additional information if necessary.

User Type: (Check only one)

☐ Discoverer Viewer User (Run/View Reports Only)   Access http://warehouse.usu.edu
for the Discoverer Viewer Tutorial

☐ Discoverer Plus User (Develop/Run/View Reports)   Access http://it.usu.edu/htm/training
for training (under Banner Training)

User Data Roles: (Check all that apply)

☐ Finance   ☐ Human Resources   ☐ Student   ☐ SIS   ☐ HRS

Employee's Job Title: _____

Supervisor's Approval: _____ Date: _____

_____

Authorization Block:

Approval: Signature Date   Activation Date

WH Mgmt: _____   _____   _____

12/15/08 Rev 02