

**BANNER 9 ADMINISTRATIVE
ACCESS REQUEST FORM**

(Before approval is granted the employee is required to complete a SSB form and attended a Banner 9 training class)

Form is to be filled out by applicant and supervisor, all information is required.

SECTION 1: Employee Profile (Required)

Last, First Name	Title	Department
Employee Email	Phone (Extension)	UCID

SECTION 2: Complete the following section to request access for employee in the following “CLASS.” Mark the white spaces with an “x” to select class access. “Restricted” are not available unless prior approval from the Budget office.

FINANCE PERSONEL ONLY:

CLASS CODE: NJIT_FIN_	Access Requested	FSI Approval
ACCOUNTING_MGMT		
ACCOUNTS_PAYABLE		
APPROVAL		
BUDGET_AUTHORITY	Restricted	
BURSAR		
EPRINT_C		
FIXED_ASSETS		
GENERAL_LEDGER		

CLASS CODE: NJIT_FIN_	Access Requested	FSI Approval
GRANTS		
KPMG_AUDITOR_QUERY		
PURCHASING		
SECURITY	Restricted	
SYSTEM_CONTROL	Restricted	
VENDOR_MAINTENANCE	Restricted	
NJIT_GENERAL_C	Required	

OTHER PERSONEL:

CLASS CODE: NJIT_FIN_	Access Requested	FSI Approval
ACCTS_PAYABLE_QUERY		
BUDGET_QUERY	X	
DOCUMENT_CHANGE	X	
NJIT_GENERAL_C	Required	

OTHER FORMS	Purpose	FSI Approval

(List individual forms and the purpose for access)

SECTION 3:

Supervisor/Authorizer's Full Name & Title	Supervisor/Authorizer's E-Mail
<p><i>I authorize employee for the profile listed in the attached document. I understand it is my responsibility to immediately notify Banner Security (Budget Office) if employee terminates their employment or change in their duties requires a security profile adjustment.</i></p> <p>X _____ Date: _____</p>	
Signatures below will be required by the Banner 9 Security Officer before processing Access Request Form.	
Financial Systems & Innovation Signature	Date