

# CHICAGO STATE UNIVERSITY

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Information Technology Division ADM- 101 Fax 773-821-2858 Help Desk 773-995-3963

## Banner Access Request Form

### I. Your Personal Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

CSU ID: \_\_\_\_\_ Department: \_\_\_\_\_

Phone/Extension: \_\_\_\_\_ CSU Email: \_\_\_\_\_

### II. What Type of Employee Is This Person?

Check All Apply

- CSU Employee
- Contract/Temporary employee from outside agency
- Create a new account
- Transfer to new department\*
- Changing existing account (Updating access) \*\*

\* If transferring to new department, all previous access levels will be removed.

\*\* If changing existing account, please provide Banner User ID: \_\_\_\_\_

### III. Please indicate System(s) for which access is needed.

Check All Apply

- Production
- Test
- Development
- Unix
- Web Time Entry
- Others \_\_\_\_\_

Supervisor's Name (Please Print) \_\_\_\_\_ Phone/Extension: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

