



Account Request Form

* You may complete this form before printing: Just click the boxes and enter the requested information.

* If completing a printed form, please write clearly, have it signed and return to **Employee Relations, room 4011.**

Name	Phone
Department	Room number
Title / Position	Campus

Employee Type. Please check one.

Resources required. Please indicate all that apply.

Faculty, regular Staff, Regular Novell Network Login College Web Site FTP
 Faculty, Contract Staff, Auxiliary GroupWise e-mail Student Lab Web access
Other Specify _____

If contract position, date contract expires _____

Banner (Not Web for Faculty). Banner Student Banner HR Banner Finance

To be completed by the Supervisor or Manager!

Default Banner printer ID _____ (usually the room # where the printer is, preceded by P, e.g., P2700).

Please provide the full name of another Banner user with access same as that requested _____

If no such user exists, list the Banner screens/reports to be used _____

Or the Banner security classes if known _____

Indicate the Banner environment required PROD TEST Other _____

Faculty staff requiring Web for Faculty access, please contact the Registrar's Office at 527-5357.
DO NOT APPLY FOR A BANNER account!

Please allow 7 – 10 days from receipt of this request at CEIT to set up your GroupWise account.

Employee Signature _____ Date _____

IMPORTANT! The following authorization is required before this request could be processed.

It must be completed by your Supervisor / Manager / Dean / Director.

Full name _____ Signature _____

Date _____ Phone number _____

CEIT staff only

Banner
Banner User ID created _____
Banner password _____
Date created _____

Approved by Employee Relations