

- Administrative Staff
- Academic Staff
- Classified Staff
- Confidential/Management Staff
- Student/Hourly

# BANNER Student System User Access Request

Please Print Clearly

User's Name	User's Telephone	User's Social Security Number	Date of Birth (Month and Day)
Job Title	Department/Division	User Status	<input type="checkbox"/> Permanent <input type="checkbox"/> Terminated
		<input type="checkbox"/> Temporary	<input type="checkbox"/> Terminated

Maintenance Classes (user can make changes to data)		Query Classes (user can view data)	
Add Delete <input type="checkbox"/> <input type="checkbox"/> Academic History <input type="checkbox"/> <input type="checkbox"/> Admissions and Records <input type="checkbox"/> <input type="checkbox"/> Appointments <input type="checkbox"/> <input type="checkbox"/> Articulation <input type="checkbox"/> <input type="checkbox"/> Assessment <input type="checkbox"/> <input type="checkbox"/> Catalog <input type="checkbox"/> <input type="checkbox"/> Class Rosters <input type="checkbox"/> <input type="checkbox"/> Counseling <input type="checkbox"/> <input type="checkbox"/> Disabled Student Services	Add Delete <input type="checkbox"/> <input type="checkbox"/> Enrollment Verification <input type="checkbox"/> <input type="checkbox"/> Extended Opportunity Programs & Services <input type="checkbox"/> <input type="checkbox"/> Faculty <input type="checkbox"/> <input type="checkbox"/> General Person/Student <input type="checkbox"/> <input type="checkbox"/> Hold <input type="checkbox"/> <input type="checkbox"/> International Student <input type="checkbox"/> <input type="checkbox"/> Location Management <input type="checkbox"/> <input type="checkbox"/> PIDM's	Add Delete <input type="checkbox"/> <input type="checkbox"/> Registration <input type="checkbox"/> <input type="checkbox"/> Reports <input type="checkbox"/> <input type="checkbox"/> Scanning <input type="checkbox"/> <input type="checkbox"/> Schedule <input type="checkbox"/> <input type="checkbox"/> Transcripts <input type="checkbox"/> <input type="checkbox"/> Veterans <input type="checkbox"/> <input type="checkbox"/> Other _____ <input type="checkbox"/> <input type="checkbox"/> Other _____ <input type="checkbox"/> <input type="checkbox"/> Other _____ <input type="checkbox"/> <input type="checkbox"/> Other _____ <input type="checkbox"/> <input type="checkbox"/> Other _____	Add Delete <input type="checkbox"/> <input type="checkbox"/> Extended Opportunity Programs & Services <input type="checkbox"/> <input type="checkbox"/> Disabled Student Services <input type="checkbox"/> <input type="checkbox"/> Other _____ <input type="checkbox"/> <input type="checkbox"/> Other _____ <input type="checkbox"/> <input type="checkbox"/> Other _____ <input type="checkbox"/> <input type="checkbox"/> Other _____ <input type="checkbox"/> <input type="checkbox"/> Other _____

**User Acknowledgement: With my signature below, I acknowledge that I am aware of my responsibilities to protect the confidentiality of information regarding faculty, staff, students, and donors and agree to use information from the system for carrying out official duties and responsibilities of my position with the Antelope Valley College District ONLY. In addition, I understand that District policies provide for the imposition of sanctions for unauthorized use or dissemination of system information, ranging from a warning to restriction of use, to disciplinary action up to and including dismissal, as well as legal action.**

Signature	Date
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Approvals		Access Effective Date:	Access Expiration Date (if applicable):		
Signature of Immediate Supervisor	Date	<b>Information Technology Services Use Only</b>			
Signature of Vice President Student Services	Date			Access implemented by	Date
Training Completed/Signature of Trainer	Date			User Notified by	Date