

**FINANCE OFFICE  
BANNER USER ACCESS REQUEST**

User's Full Name: \_\_\_\_\_ Phone Ext: \_\_\_\_\_  Confidential Classified  Hourly Student

Job Title: \_\_\_\_\_ Requested User Name: \_\_\_\_\_  User Status  Temporary  Terminated  Permanent

Email: \_\_\_\_\_ ID#: \_\_\_\_\_

	Maintenance	Query
Requisitioner: _____	_____	_____
Requisition Approver: _____	_____	_____
Self Service Access (SSB): _____	_____	_____
Grant Manager: _____	_____	_____
Other: _____	_____	_____
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, 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 include dismissal as well as legal action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean / Director: \_\_\_\_\_ **INFORMATION TECHNOLOGY SERVICES USE ONLY**

Finance Security Corodinator: \_\_\_\_\_ Access Implemented by: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer/ Training Completed: \_\_\_\_\_ User Notified by: \_\_\_\_\_ Date: \_\_\_\_\_

Added to Approval Que by: \_\_\_\_\_

Requested by: \_\_\_\_\_

Return completed and signed form to Business Services