Coast Community College District
1370 Adams Ave
Costa Mesa, CA 92626
714.438.4600

Instructions for Requesting Banner Systems Access

Banner is the Coast Community College District's data management system for all Finance, Human Resources, Financial Aid, and Student Transactions. Upon granting access to the system, Users shall be given the ability to perform certain tasks necessary to perform their jobs, and shall be held to certain standards of use and confidentiality.

In order to request a new account or make changes to an existing account in Banner systems, the following steps have been put in place. This form accepts digital signatures and can be filed electronically.

1. Each employee must have on file with District Human Resources a "Security and Confidentiality Agreement (FERPA)" which outlines the requirements for use and confidentiality of student, financial and employee records.

2. Complete the attached "Request for Banner Security Access." Each request must be submitted and approved by the Employee's immediate Manager. If a request is needed for multiple users for the same access, the attached "Group Request Form" may be completed.

3. For Argos/Research access please indicate which instance(s) access is being requested (PROD, TEST, ODSP, ODST). For BDMS access, be sure to indicate which Super, Viewer, Scan/Index, and/or Scan Group and Annotation Group (Super, Viewer, or None) access is being requested.

4. Send the completed and signed documents to the respective Banner Site Coordinator for approval. To complete electronically, add your digital signature, save the document, and e-mail it to the appropriate coordinator:

Student Systems	-	Directors of Admissions and Records
Human Resources	-	Directors of Human Resources
Finance	-	Directors of Fiscal Services
Research	-	Director of Inst Research for OCC (no Site signature for CCC/GWC)
Financial Aid	-	Directors of Financial Aid

5. The Site Coordinator(s) shall review and if approved forward to District Information Technology Services for processing. Please allow up to two weeks for your request to be processed.

6. You may follow up on your request by contacting the IT Service Desk at X88111. Thank you for your cooperation.

REQUEST FOR BANNER/ARGOS/BDMS/FINANCIAL AID SYSTEMS ACCESS

(Please print and complete all fields)

REQUEST FOR:_____ EXT:_____
Employee Name

BANNER ID: _____ EMPLOYEE ID:_____ and _____
(i.e. ccoast22) (i.e. E00000) (i.e. C00000000)

EMPLOYEE JOB TITLE: _____

SITE (Check one): □ CCC □ District □ GWC □ OCC

DEPARTMENT:_____

EMPLOYEE'S SUPERVISOR:_____ EXT_____
(please print)

SUPERVISOR'S SIGNATURE:_____ DATE_____

ACCESS FOR (check one): □ New User □ Revised (add modules) □ Revised (replace existing)

If New User is replacing a former User or if New User is to be granted the same Security access as an Existing User, please provide that User's Name and Banner ID below:

Name: _____ Banner ID_____ E# & C# _____

INB Access – If further or revised access is needed, please check the Banner Modules below for access requested and identify the Banner Security Group(s) required (see example).

Finance □	Human Resources □	Research □	Student □	Financial Aid □
			BDMS □	BDMS □

CCCD STU GENERAL (example)	CCCD FIN GEN USER (example)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

After review of the above, I authorize this user be granted access to the forms/modules requested.

Approved by:

Finance: _____ _____ _____ _____

HR: _____ _____ _____ _____

Student: _____ _____ _____ _____

Financial Aid: _____ _____ _____ _____

Argos/Research: _____ _____ _____ _____

(Site Coordinator) (date) (District Approval) (date)

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GROUP BANNER/ARGOS/BDMS/FINANCIAL AID ACCESS REQUEST FORM

(same access for multiple people)

EMPLOYEE NAME	BANNER ID or NEW	EMPLOYEE ID#	JOB TITLE	SECURITY GROUP REQUESTED (e.g. INB - CCCD_STU_HOLDS; ARGOS - PROD, TEST, ODSP, ODST; BDMS - HR SUPER GROUP/ GWC ANNOTATION SUPER GROUP)

SITE (Check one): ☐ CCC ☐ District ☐ GWC ☐ OCC

DEPARTMENT: _____

EMPLOYEE'S SUPERVISOR: _____ EXT_____
(please print)

SUPERVISOR'S SIGNATURE: _____ DATE_____

Approved by:

Finance: _____ _____ _____ _____

HR: _____ _____ _____ _____

Student: _____ _____ _____ _____

Financial Aid: _____ _____ _____ _____

Argos/Research: _____ _____ _____ _____

(Site Coordinator) (date) (District Approval) (date)

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