

BANNER FINANCE ACCESS - CAMPUS USERS

All new UNCG employees will automatically receive a Banner Admin account. If you are an existing employee without a Banner Admin account, please go to <https://its.uncg.edu/Accounts/New/> and follow the instructions.

Complete Sections 1, 2, 3 and 4 and return to Wendy Brown at wcbalum@uncg.edu.

Direct any questions regarding the completion of this form to Wendy Brown, Ext. 4-5936.

SECTION 1 - Applicant Information

Name _____ Dept _____ Phone _____

Banner Username _____ Email _____

Job Title _____

Position previously held by _____

SECTION 2 - Applicant System Access

1. Specify org number(s) to be accessed: _____

2. Indicate level of access needed:

Departmental Maintenance Access (SpartanMart Ordering/Invoicing, Budget Transfer, PCard Reconciliation) & e~Print

Departmental Inquiry Access & e~Print

Self Service Access (UNCGenie System) & e~Print

e~Print ONLY

3. Comments: _____

SECTION 3 - CGA/Faculty Grant Access (Principal Investigators ONLY)

List Funds _____

SECTION 4 - Approvals

Department Head/Dean Approval _____ Date _____

Principal Investigator Approval _____ Date _____

(If requesting CGA fund range 200000-229999)

Security Entered _____

Date _____