

# 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 <http://its.uncg.edu/Accounts/New/>, click on the Computer Accounts Activation link and continue the process. This will not affect your existing UNCG accounts.

Complete Sections 1, 2, 3 and 4 and return to Systems and Procedures, 840 Neal Street.

Direct any questions regarding the completion of this form to Systems and Procedures, Ext. 4-5936.

## SECTION 1 - Applicant Information

Name \_\_\_\_\_ Dept \_\_\_\_\_ Phone \_\_\_\_\_

Banner Username \_\_\_\_\_ Email \_\_\_\_\_

Job Title \_\_\_\_\_

New Position? Yes  No

If No, this position was previously held by \_\_\_\_\_

## SECTION 2 - Applicant System Access

1. Specify Org number(s) to be accessed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR Division/School/Unit Budget Managers requiring high-level access: \_\_\_\_\_

2. Indicate **ALL** that apply:
- Departmental Maintenance Access (Requisitioning, Budget Transfer, etc.) & e~Print
  - Departmental Inquiry Access & e~Print
  - Self Service Access ONLY & e~Print
  - e~Print ONLY (View accounts in e~Print only, NO SYSTEM ACCESS)

3. Comments: \_\_\_\_\_  
\_\_\_\_\_

## SECTION 3 - C&G/Faculty Grant Access (Principal Investigators ONLY)

List Funds \_\_\_\_\_  
\_\_\_\_\_

## SECTION 4 - Approvals

Department Head/Dean Approval \_\_\_\_\_ Date \_\_\_\_\_

Principal Investigator Approval \_\_\_\_\_ Date \_\_\_\_\_  
(If requesting Contract & Grants fund(s) only)

S&P Entered _____
Date _____