

## 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](mailto: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 \_\_\_\_\_