

## **COLORADO** Banner Security Access Request For Finance Activities

## **Purpose**

- Provides access to Banner for PCardholders and PCard Account managers who reallocate PCard transactions.
- Provides access to Banner for staff who require detailed access to budget data in Banner, such as Org Code Owners.
- Provides access to budget data via Self Service Banner (SSB) for view only access.

## **Procedure**

**FUND** 

**ORG** 

**FUND** 

**Required Information** 

- If requesting access for PCard roles and reallocations (SSB query access included), submit to Terry Hindsman
- If requesting only SSB access in order to view budget data, submit to Karen Vazquez
- Please allow 1 week for processing.

Name:	S#:
Department:	Title/Pos:
Select one checkbox that describes your user situation:	
New Banner User (User name to be assigned) o  Existing Banner User – Requesting additional ac  Existing Banner User – Transferring department	ccess. Must supply Banner User ID:
TERMINATE All access – Effective Date:	
Select the checkbox(es) that describes the access require	red: Check all that apply.
, ,	(Reallocator) PCard Business Mgr (Approving Authority) daccess. Fund not required if using general fund 011010. requested on the Org Code Signature Delegation form

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PLOYEE Agi	reement ( <i>Requ</i>	ired):						
derstand that <b>t my User I</b> ged against	at the access I a  D and passwor  my User ID. I a	, unders am requesting is d will NOT be sh also understand ccess the Banne	for my use in pared with any that failure to	performing my o	luties and resp and that I am	onsibilities. The responsible for	erefore, <b>I a</b> any accesso	
equester Signature					 Date			
signing belo	ow, you are awa	NER Agreement are that you are ur department.	responsible for	_		• •	e is no long	
_		iich access was c	-				an employ	
day in the	position for wh	ich access was c	-		 Date		an employ	
t day in the	position for wh	different than S	originally reque				an employ	

Procurement-Terry/Banner/Security Access and SSB Request March 2018