



The College of William and Mary
Request for Access to Banner

For help completing this form,
contact the Banner Assistance Network.
Phone: 757-221-BANN • Email: banner@wm.edu

FAX completed forms to 757-221-7560,
or send via campus mail to:

Nancy Pavelich, IT, Patrick Galt House

Section 1 – USER INFORMATION

Employee Name _____ Date _____
Last First MI

Position/Title _____ Department _____

All users MUST have a WMuserid before being granted access to INB (the administrative system) or Banner Self Service (through the myWM portal). If the employee does not have a WMuserid, the supervisor or department head must send a request to support@wm.edu for the WMuserid to be created. The request must include the employee's complete name (including middle initial).

WMuserid

- Type of Access: New Account Revised Access
- Employee Status: Staff Faculty Student Other _____
- Type of Position: Permanent Part-Time/Hourly Temporary (e.g., temps, students) _____
(An account termination date must be provided for temporary Banner access.)

Section 2 – AUTHORIZATION

Access to Banner must be authorized by an employee's department head. If the user's access needs are restricted to grant budgets, authorization may be provided by the Office of Grants and Research Administration (W&M) or the Office of Sponsored Programs (VIMS). By signing below, the department head or grants representative certifies that the access requested is required to carry out the responsibilities of this employee's position and that the Information Technology department will be notified if the employee's duties change during the course of his/her employment at the College of William and Mary.

Signature of Dean, Department Head, Chair or Grants Representative

Print Name

Phone Number

Section 3 – TYPE OF ACCESS REQUESTED

Depending on the user's role and responsibilities, access will be granted to Banner Self Service (through the myWM portal) and/or to Internet Native Banner (INB), the administrative system. **Complete either A or B below** to help IT determine the user's access.

- A.** If this user's access should be identical to that of another current Banner user (or a former user), list the other user's name and/or WMuserid. _____
- B.** If this user's access will NOT be like another user's, complete the following:

STUDENT SYSTEM Select the user's role below (only one). In the space provided for comments, identify any unusual data the user will need to query or maintain, and supply additional information related to the user's access.

Special Information & Comments:

- Academic Support** (department chair or designate, program coordinator, administrative assistant, etc.)
- Administrative Office Staff**
- Other** – Please describe in the space provided.

FINANCE SYSTEM Select the user's role(s) below. In the space provided for comments, identify the funds, indexes, and/or grants that the user is authorized to query, and provide any additional information or special access required.

Funds, Indexes, Grants, & Comments:

- Departmental Budget Responsibility** (department head, administrative assistant, support staff, etc.)
- Grant Principal Investigator**
- Financial Operations Staff**
- Other** – Please describe in the space provided.

OFFICE USE ONLY

Navigation U Drive Discoverer Date Received _____ Date Completed _____