

Instructions for this form at: <http://oregonstate.edu/dept/computing/banner/access.html>

Access requested on this form replaces all previous access.

For Help Call: OSU Helpdesk: 541-737-3474 **SIS** 541-737-2059 **FIS** 541-737-2935 **HRIS** 541-737-8076

Access Type:  New User  Changing to New Dept  Change Access Same Dept  Termination of Access

\_\_\_\_\_  
Last Name First M.I. OSU ID # \*

\_\_\_\_\_  
Org - Department Name - Dept Code \* Business Center Position Number \*

\_\_\_\_\_  
Job Title Phone E-mail Address

Employee Type:  Faculty  Staff  Student  Non-OSU Employee  Temp \_\_\_\_\_  
Job End Date

\* Required fields

Make sure that you know your ONID username and password and can log into your ONID account. <http://onid.oregonstate.edu>

\_\_\_\_\_  
ONID Username

Describe the business need or job duties the requested access will support:

Please review and sign the last page to indicate your compliance with OSU's Acceptable Use Policies

**Student Information Systems**

College Code: \_\_\_\_\_

**Banner**

- Student Worker **Only**
- General Query (directory info, admissions, schedules)
- Enrollment (above + class lists, schedule of classes)
- Advisor (above + Academic history, PIN's, Web for Advisor)
- Head Advisor (above + class overrides, instructor/class update)
- Web for Advisor (Self-Service Access)

**Other**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Accounts Receivable**

- Query  Update (describe type of transactions in "other")

**MyDegrees**

- Assistant  Advisor with exceptions
- Advisor  Registrar

**Nolij**

- Registrar  Admissions  Grad School  CHA

To register for Computer Based Training classes  
go to: [http://oregonstate.edu/training/course\\_list.php?cat\\_id=29](http://oregonstate.edu/training/course_list.php?cat_id=29)

**Data Warehouse**

- Term Based Student  Accounts Receivable
- Admissions  Financial Aid
- Recruiting  Other \_\_\_\_\_

Send completed and scanned form in PDF format to:  
[isbanacc@oregonstate.edu](mailto:isbanacc@oregonstate.edu)

## Human Resource Information Systems

### Banner

*Works in Business Center*

- Human Resources
- Finance/Accounting
  - Timekeeper
  - Labor Redistribution
  - Payroll Duties/ Payroll Supervisor
  - Mgr w/Dean Approval Authority
  - Not Listed Above

*Works in Dept/Unit*

- Verify Employee Status Only
- Advanced HR Inquiry
- Grant/Budg Monitoring/Prep
- HR Support to Senior Admin
- Central OHR/Payroll Staff
- Delegated HR Bus Ctr Duties
- Other; See Comments

Other

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[HRIS Request for Access Guidelines](#)

To register for Computer Based Training classes go to: [http://oregonstate.edu/training/course\\_list.php?cat\\_id=27](http://oregonstate.edu/training/course_list.php?cat_id=27)

## Financial Information Systems

### Banner/Nolij

*Works in Business Center*

*Data Entry*

- Invoice
- Journal Voucher
- Purchase Order
- PCard Distribution

*Approver*

- Invoice
- Journal Voucher
- Purchase Order

- Payroll Query
- Grants and Contracts
- Labor Redist Scan & Retrieve (Nolij)
- PCard Scanning Role (Nolij)
- PAR Form Scanning Role (Nolij)

*BC Staff will automatically be granted  
FIS General Query & AP Nolij.*

*Works in Dept/Unit*

- General Query
- Payroll Query
- Grants and Contracts
- OPAA Query Only (Nolij)

*Delegated FIS BC Input*

- Invoice
- Journal Voucher
- Purchase Order
- AP Nolij
- PCard Distribution

### Grants Reporting & Reimbursement System (GRRS)

- Accountant
- Business Manager
- Research Assistant
- Deputy Business Manager
- Scholarship Admin
- Unit Manager

### Additional Self Service Access

- Tran & Doc Look Up
- New Vendor Setup
- TRES

Other

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[FIS Request for Access Guidelines](#)

To register for Computer Based Training classes go to: [http://oregonstate.edu/training/course\\_list.php?cat\\_id=28](http://oregonstate.edu/training/course_list.php?cat_id=28)

## Department/Unit Authorized Signer

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send completed and scanned form in PDF format to:  
[isbanacc@oregonstate.edu](mailto:isbanacc@oregonstate.edu)

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**Compliance with Acceptable Use of University Information, Acceptable Use of University Computing Resources, and Information Security Policy and Procedures**

Please remember that you are obligated to adhere to the Acceptable Use of University Information Policy at:

<http://oregonstate.edu/fa/manuals/gen/university-information>

The **Acceptable Use of University Information Policy** clearly defines the proper 'Use and Release of Information', 'Expectations for Responsible Use of Information', and what happens if there is a 'Violation'. Please refer to this document as necessary to understand and comply with the use of data.

For any additional questions on the use of University data, Please refer to the **Acceptable Use of University Computing Resources Policy** at: <http://oregonstate.edu/fa/manuals/gen/computing-resources>.

The **University Information Security Policy and Procedures** at <http://oregonstate.edu/fa/manuals/is> documents key elements of OSU's Information Security Program that apply to all members of the OSU Community.

I have read, understood, and will comply with the **Acceptable Use of University Computing Resources Policy** the **Acceptable Use of University Information Policy**, and the **University Information Security Policy and Procedures**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date