

BANNER FINANCE ACCESS - CAMPUS USERS

All new UNCG employees will automatically receive a Banner Runtime account. If you are an existing employee without a Banner Runtime account, please go to <http://its.uncg.edu/Accounts/New/>, click on the Activate Your Default Accounts 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, 1100 W. Market 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	_____