



Current Date

### Supervisor's Request for Staff Banner, Network, or Domain Access

Requestor: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Department: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Extension: \_\_\_\_\_

Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employment Status:

**Permission: Q=Query, U=Update**

**Requesting Email Account Only:**

Requesting Domain Account Only:

Request for creating shared folder:

Student

Q U

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Finance

Q U

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

HR/Payroll

Q U

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Financial Aid

Q U

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**The use of computers and network resources at Wayne County Community College District is a privilege, not a right. Inappropriate use of these resources will result in suspension or cancellation of all accounts. The decision to suspend or cancel user's accounts by the District is deemed final.**

1. Access to any of the databases is granted to faculty and staff of WCCCD strictly on a need basis.
2. All information is to be kept confidential, and may be shared with authorized personnel only.
3. All access permissions will be terminated immediately upon employee's termination of employment.
4. Any unauthorized access to any data is strictly prohibited.
5. Periodic audit of the databases, access permissions and privileges will be conducted to capture any misuse of data in order to ensure compliance with state and federal law.

Description of Work to be performed in the Banner System

Name and Location of Network Folder to be Accessed:

Module Owner

\_\_\_\_\_  
Vice Chancellor or Campus President

District VC IT &  
CIO