

For a list of security classes, please use the 'Banner_Security_Classes.pdf' document located at : M:\Banner Docs\BANNER REQUEST FORM



New User:

Existing User:

Banner Access Request form

User Name:

AVC Email Address:

AVC ID number:

Job Title:

Department/Division:

CLONE TO EXISTING USER:

TERMINATE ACCESS:

Retain existing permissions: Yes No (Please Note, you must indicate why existing permissions should be retained):

Security Classes (Please list Security Classes to add user to)

Add / Remove

Add Remove

Please select option:

Financial Aid ONLY: ON BASE

Pages (Please list Banner pages to grant user access to)

Add / Remove Access Permissions

Add Remove Query Maintenance

Please select option:

Financial Aid ONLY: MyAVC Snapshot

Additional Notes:

Finance Access

Budget ID	COA	ORG	Self Service Access				
Master Fund:	query	post	both	Master Org:	query	post	both
NSF Override			Payment Hold Override				<u>Invoice Restrictions:</u>
Expenditure End Date Posting			Purchase Order Hold Override				No Invoices
Post in Accrual Period			Self Service Budget Access				Direct Pay Invoices Only
EDI Override			Budget Master Organization				General Encumbrances Only
ACH Override			Invoice Overage Tolerance			%	Purchase Order Invoices Only
Purchase Card Override			Invoice Tolerance Amount		\$		Regular and General Invoices
Payroll Expense Detail Access			Invoice tolerance Override				Direct and General Invoices
			Invoice Receipt Required Override				All Invoices

User Acknowledgement: With my signature below, I acknowledge that I am aware of my responsibilities to protect the confidentiality of information regarding faculty, staff, students, and donors and agree to use information from the system for carrying out official duties and responsibilities of my position with the Antelope Valley College District ONLY. In addition, I understand that District policies provide for the imposition of sanctions for unauthorized use or dissemination of system information, ranging from a warning to restriction of use, to disciplinary action up to and including dismissal, as well as legal action.

User Signature:

Supervisor Signature:

Finance Security Coordinator Signature (if Finance section is filled out):

Information Technology Services Completion Section:

Security Request Completed by:

Access Effective Date:

Access Expiration Date: