## Banner Job Installation Security Form

**Office of Information Technology**  
424 Roy S. Nicks Hall, Box 70728  
Johnson City, Tennessee 37614  
(423) 439-4648 • oithelp@etsu.edu

### Section 1. Requestor Information

**Requestor's Name:**  
[ last ] [ first ] [ middle ]

**Phone:**

**Email:**

### Section 2. Job Information

**Programming Request Number:**  
_____________________________

**Job Name:**

**Job Description:**

_____________________

### Section 3. Security Information

**Banner Module:**

Place this Job in the Following Security Classes:

<table>
<thead>
<tr>
<th>Security Class Name</th>
<th>Role (Maintain or Query)</th>
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### Section 4. Memorandum of understanding. All lines must be completed.

- [ ] I understand that direct access to run the job will be given in the test instance in which I am working.
- [ ] I understand that the requested security class updates above will be applied in PROD after the job has been installed in the PROD database.
- [ ] I understand that any changes to the Banner job will result in the need to reinstall in PROD and that Banner class security (if previously installed) will not be affected.
- [ ] I understand that any changes to the Banner class security listed above will result in the need for another formal request from the Banner Module Security Custodian.

### Section 5. Required signatures.

- **Job Requestor**  
  Date  
  Banner Module Security Custodian  
  Date

- **Information Systems Analyst**  
  Date  
  Director of Information Systems  
  Date

**Attach this form to the Administrative Program Request Form for Jobs to be Installed in the Banner PROD Database.**