

Banner Financial Aid Account Request Form

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

This section for use by the Office of Information Technology

Application Number _____
 Applicant Name _____
 Date Received _____

Section 1. Personal Information. To process your request, all information in this section must be completed. Please print or type.

Name _____
 [last] [first] [middle]

ETSU Domain Name _____ @etsu.edu

Banner ID Number _____

Date of Birth _____

ETSU Phone Number _____

Supervisor _____

School / College _____

Department / Office _____

Campus Box Number _____

Budget Number _____

Faculty Staff Adjunct Faculty
 I am not paid through ETSU Payroll. ETSU Physicians (MEAC) other: _____
 New Employee: start date - ____ / ____ / ____ Temporary Employee: end of contract - ____ / ____ / ____

Section 2. Financial Aid role needed. NOTE: Departmental accounts can only be requested by regular, full-time employees. Temporary employees must use a departmental account, requested by a regular employee, to access these applications.

<input type="checkbox"/> Financial Aid Master (FA_MASTER)	<input type="checkbox"/> Financial Aid Processors (FA_PROC)
<input type="checkbox"/> Financial Aid Client Services (FA_CLSERV)	<input type="checkbox"/> Financial Aid COM/COP (FA_COMCOP)
<input type="checkbox"/> Financial Aid Scholarships (FA_SCHOL)	<input type="checkbox"/> Bursar (FA_BURSAR)
<input type="checkbox"/> Bursar – Perkins (FA_BURSPERK)	<input type="checkbox"/> Bursar – R2T4 (FA_BURSR2T4)
<input type="checkbox"/> Query All (FA_QUERY)	<input type="checkbox"/> Foundation (FA_FOUND)
<input type="checkbox"/> Advancement (FA_ADVAC)	<input type="checkbox"/> Support Services (FA_SUPSRV)

Section 3. Responsibilities and Approvals. Form must go to Financial Aid Services Box 70722 before sending to OIT. Form will not be processed without ALL signatures.

Request has been reviewed and approved by the Banner Financial Aid Data Custodian.

 Signature of Financial Aid Data Custodian Date

I understand that data integrity is my responsibility and have read and agree to abide by the Data Standards Data Entry Guidelines, found at http://www.etsu.edu/banner/documents/ETSU_Data_Standards_Doc_V3-3_for_Web-Revised.doc.
 I agree to abide by the ETSU Computer Resource Code of Ethics, found at <http://www.etsu.edu/oit/ppp/policies/ethics.asp> and further agree that accessing ETSU computing resources and using my assigned user identification and/or password gives ETSU permission to review, by any method it deems appropriate, any and all material I store on any system owned, operated and/or maintained by ETSU in order to protect the integrity and security of the system.

signature of applicant	date	signature of department head, budget supervisor or faculty advisor	date	printed name of department head, budget supervisor or faculty advisor
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All signatures, printed names and dates are required. ETSU OIT Banner Financial Aid Account Request Form 1.0 • 3/2/2009