Banner Finance 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

Employee ID Number _____ **School / College** _____

Date of Birth _____ **Department / Office** _____

ETSU Phone Number _____ **Campus Box Number** _____

Supervisor _____ **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. Banner Self Service (SSB) Finance Applications. Check all that apply.
Temporary employees must use a departmental account, requested by a regular employee, to access these applications.

☐ I am requesting access to Self-Service for Finance and need access to the following indexes: _____
_____.

I am requesting eBucs ☐ requisitioning and/or ☐ approvals access to the following indexes:_____
_____.

☐ I am requesting that a Finance SSB departmental account with the name _____ be created for use by our department or organization. This account also needs an associated e-mail address [yes | no].

NOTE: Departmental accounts can only be requested by regular, full-time employees. Student organizations need the signature of the faculty advisor.

Section 3. INB Banner Finance Applications. **Reserved for Business and Finance users only.** Check all that apply.

I am requesting access to the following:

☐ Accounts Receivable (FI_AR)	☐ Grant Account View (FI_GA_VIEW)
☐ Accounts Receivable Cashier (FI_AR_CASH)	☐ Human Resources (FI_HR_COAS)
☐ Accounts Receivable Supervisor (FI_AR_SPRV)	☐ Research & Sponsored Programs (FI_ORSP)
☐ Auxiliary Services Director (FI_AUXDIR)	☐ Purchasing (FI_PUR)
☐ Auxiliary Services Postal Services (FI_AUXMPS)	☐ Purchasing Accounts Payable (FI_PUR_AP)
☐ Accounts Receivable (FI_AR)	☐ Purchasing Procurement (FI_PUR_ASST)
☐ Budget (FI_BUD)	☐ Purchasing Central Receiving (FI_PUR_CR)
☐ Budget Builder (FI_BUD_BLDR)	☐ Purchasing Library (FI_PUR_LIB)
☐ Financial Accounting (FI_FA)	☐ Purchasing Temp (FI_PUR_TEMP)
☐ Financial Accounting Clerk (FI_FA_CLRK)	☐ Purchasing Asst VP (FI_PUR_VP)
☐ Grant Accounting (FI_GA)	☐ Finance View All (FI_VIEWALL)
☐ Grant Accounting Clerk (FI_GA_CLRK)	☐ Finance View (FI_VIEW)

I am requesting eBucs ☐ requisitioning and/or ☐ approvals access to the following indexes:_____
_____.

☐ I am requesting that a INB departmental account with the name _____ be created for use by our department or organization. This account also needs an associated e-mail address [yes | no].

NOTE: Departmental accounts can only be requested by regular, full-time employees. Student organizations need the signature of the faculty advisor.

I am requesting access to these additional INB applications:

☐ I am requesting access to Intellicheck. ☐ I am requesting access to FormFusion.
☐ I am requesting access to Appworx.

Section 4. Responsibilities and Approvals. **Form must go to Financial Services Box 70732 before sending to OIT.**

Request has been reviewed and approved by the Banner Finance Data Custodian. Form will not be processed without this signature.

_____ _____
signature of Finance 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 at **http://www.etsu.edu/banner/ETSU%20Data%20Standards%20Doc%20V3-3%20for%20Web-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