

# ETSU Banner Clone Request Form

**Office of Information Technology**

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**Form will be returned if all lines are not completed.**

**Section 1. Information.**

**To process your request, all information must be complete. Please print or type.**

**Requestor's Name:** \_\_\_\_\_

[ last ]

[ first ]

[ middle ]

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Department / Office** \_\_\_\_\_

**Clone required by date \*** \_\_\_\_\_

\* Please note that the clone will be performed and the **destination instance will be unavailable for 2-5 business days** prior to this date.

**Group requesting clone:**

- Alumni  
 Finance

- Financial Aid  
 Human Resources

- Maintenance / Security  
 Student

**Clone Source:**

- DEV.CONV**  
 DEV.LMTEST  
 DEV.ODST  
 **DEV.TEST**  
 **DEV.TSTH**  
 PROD.APPWORX  
 PROD.LCMS  
 PROD.LDIEPROC  
 PROD.LMPROD  
 PROD.ODSP  
 **PROD.PROD**

**Clone Destination:**

- DEV.CONV**  
 DEV.LMTEST  
 DEV.ODST  
 **DEV.TEST**  
 **DEV.TSTH**  
 PROD.APPWORX  
 PROD.LCMS  
 PROD.LDIEPROC  
 PROD.LMPROD  
 PROD.ODSP  
 **PROD.PROD**

Bolded instances are applicable source and destination entries for most Banner functional clones.

**Section 2. Clone request memorandum of understanding.**

I understand that database clones require between 30-48 hours and approximately 150GB of network bandwidth and file space, depending on ancillary applications involved (Appworx, Workflow, LDI, etc.). I can justify this request if required.

\_\_\_\_\_ (initial here) The requesting team's technical lead has verified via GUAINST that the source and destination instances are running compatible versions of Banner sub-systems.

\_\_\_\_\_ (initial here) The database coordinator has verified that the source and destination databases are running the same version of the Oracle DBMS.

I understand all database objects (tables, stored procedures, triggers, TBR and SGHE patches, etc.), security, reports, ancillary applications (appworx, eVisions, fsaAtlas, Runner, etc.), Banner INB, SSB, and DB software trees in the destination instance will be overwritten by those from the source instance.

I have the following special requests related to this clone (**explicitly** defined export and import table requirements, converter tool, etc.):

**Section 3. Required signatures.**

By signing below you agree to the destination instance unavailability window and database object overwrite request.

\_\_\_\_\_  
1. Requestor \_\_\_\_\_ Date

\_\_\_\_\_  
4. Financial Aid Functional Lead \_\_\_\_\_ Date

\_\_\_\_\_  
2. Alumni Functional Lead \_\_\_\_\_ Date

\_\_\_\_\_  
5. Human Resources Functional Lead \_\_\_\_\_ Date

\_\_\_\_\_  
3. Finance Functional Lead \_\_\_\_\_ Date

\_\_\_\_\_  
6. Student Functional Lead \_\_\_\_\_ Date

\_\_\_\_\_  
7. Banner Project Manager \_\_\_\_\_ Date

\_\_\_\_\_  
8. Information Systems Director \_\_\_\_\_ Date

\_\_\_\_\_  
9. Database Coordinator \_\_\_\_\_ Date Received / \_\_\_\_\_ Date Complete

**All signatures, printed names and dates are required.**