

Banner Advancement Account Request Form

Information Technology Services
 424 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		
E#	_____			
ETSU Phone Number	_____			
Supervisor	_____			
School / College	_____			
Department / Office	_____			
Campus Box Number	_____			
Budget Number	_____			

Faculty
 New Employee: start date - ____ / ____ / ____
 I am a regular, full-time employee requesting a departmental account, to be administered by me.

Staff
 Temporary Employee: end of contract - ____ / ____ / ____

Section 2. ePrint Advancement report access. Temporary employees must use a departmental account, requested by a regular employee, to access these applications.

I am requesting access to ePrint for Gift Payment Report for the following indexes (all indexes begin with an "F"): _____

Section 3. Banner Advancement Applications. Check all that apply. Temporary employees must use a departmental account, requested by a regular employee, to access these applications.

<input type="checkbox"/> Advancement Level 1 (AD_AD1)	<input type="checkbox"/> Advancement Level 2 (AD_AD2)
<input type="checkbox"/> Advancement Level 3 (AD_AD3)	<input type="checkbox"/> Advancement Level 4 (AD_AD4)
<input type="checkbox"/> Athletics (AD_ATH)	<input type="checkbox"/> WETS (AD_WETS)
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Section 4. Responsibilities and Approvals.

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 (if same as applicant, use immediate supervisor)	Date	printed name of department head, budget supervisor or faculty advisor (if same as applicant, use immediate supervisor)
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Section 5. Advancement Services use only.

Request has been reviewed and approved by the Finance Data Custodian, Box 70732. Signature is required if Section 2 is completed.

 Signature of Finance Data Custodian Date

Request has been reviewed and approved by the Banner Advancement Data Custodian, Box 70709.

 Signature of Advancement Data Custodian Date