

# Banner Database Clone Request Form

## Information Technology Services

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### Section 1. Requestor Information

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

Requestor Name

[ last ]

[ first ]

[ middle ]

ETSU Phone Number

ETSU e-mail address

### Section 2. Clone Information

#### Clone Source Instance:

- PROD  
 TSTH  
 TEST

#### Clone Destination Instance:

- TSTH  
 TEST

Requested Banner database clone dates:

[ clone on/after date ]

[ clone required by date ]

Banner database clone special requests and considerations:

#### Banner database cloning procedure general guidelines:

- The cloning procedures are performed during regular business hours and will cause the destination instance to be unavailable for one business day. If applicable, the ODS for the destination instance will be unavailable for three days.
- All database objects, security, configurations for ancillary applications, INB software, SSB software and Banner software in the destination instance will be overwritten by those from the source instance.
- After the clone all data in the Oracle system auditing tables, Banner collection tables and job submission output files in the destination instance are deleted.

### Section 3. Required Signatures

By signing below I understand and agree to the impact of the clone on the destination instance outlined in the general guidelines at any time between the clone on/after date and the clone required by date.

requestor

date

advancement functional lead

date

finance functional lead

date

financial aid functional lead

date

human resources functional lead

date

student functional lead

date

Banner project manager

date

director of information systems

date

All signatures and dates are required.

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