Lane Community College ℠

BANNER Student System Access Request

Employee Name: _____ L Number: _____

Dept: _____ Phone: _____ E-Mail: _____

☐ Classified ☐ Faculty ☐ Student ☐ Manager ☐ Other _____

☐ New Access Request ☐ Additional access Request

Replaces former employee_____
                                    (List former employee)

Does employee currently have Native Banner access ☐ No ☐ Yes _____
                                                              (Current Banner logon ID, e.g., BAKERD)

Please check all areas of requested access

☐ **General Person**

Forms allow staff to create and update student General Person records which contain student addresses and phone information. This access is limited to Enrollment & Student Financial Services and non-credit departments that admit students. Students should update this information through myLane.

☐ **General Student**

Forms allow staff to admit and re-admit students to the college, update program information for students. This access is limited to Enrollment & Student Financial Services and non-credit departments. Credit department need to refer new students "APPLY NOW" on the homepage to apply and into myLane to update their programs.

☐ **Section Builder**

Forms allow department staff to create and cancel sections, add instructors, and run class list in Native banner and in myLane for their department.

☐ **Registration Support**

Forms allow department staff access to, class list, enter grades, enter registration permits-overrides, view student grades, cancel students out of classes, process "No Show Drop", view student information, view student test scores.

☐ **Direct Registration**

Forms allow department staff to register student into classes. This access is limited to Enrollment & Student Financial Services and non-credit departments.

☐ **Staff Administration Menu in myLane**

Access to self-service forms created by IT for staff use, e.g., class list.

☐ **Other Banner Student Access:** (describe/specify)

_____

Approval: _____   _____ _____
              Dean/Department Head Signature   Name (please print)   Date

System Coordinator Use Only

Test Access granted: _____
Training Scheduled: _____   Trainer_____
Training Completed, BANP access requested_____

Security Classes Assigned:

_____   _____   _____
_____   _____   _____
_____   _____   _____

RETURN COMPLETED FORM TO: BannerStudentModuleAccess@lanecc.edu or Todd Matson