

BANNER USER ID REQUEST FORM

The information on this form will be used to create your Banner User ID. If you have any questions about the information requested, please contact the Enterprise Applications Office at x2325 for assistance. After completion, you can:

Email a scanned application to banneraccount@newschool.edu
or send to the attention of Norma McDonald, Information Technology

Mail: 55 West 13th Street, 7th Fl

Fax: 212.647.8211

Before completing the User ID Request Form, please complete the following questions:

1) All Users **must complete the Banner Navigation Training** prior to requesting a Banner User ID.

Has this person completed the Banner Navigation Training? **Yes/No** _____ **Date** _____

2) New Users for the **Student, Alumni & Development and Financial Aid Modules** must complete the FERPA Tutorial.

Has this person completed the FERPA Tutorial? **Yes/No** _____ **Date** _____

If no, please complete the FERPA Tutorial located at the following website.

<http://www.newschool.edu/studentservices/registrar/ferpaquiz/>

New User Information		
Name:	Net ID (email log-in):	Banner ID : (N00000000)
Division/ Department:	Office Address:	Telephone:

Supervisor/Manager Authorization and Approval		
Supervisor's Name:	Title:	Telephone:
Supervisor's Signature:	Date:	
This user profile maybe copied from:		
Date:	Office Address:	

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For ENTERPRISE APPLICATIONS Use Only

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Banner User ID: _____ **Banner User ID copied from User ID:** _____

User was added to the following Banner Instances: **DEVL** ___ **TEST** ___ **PPRD** ___ **PROD** ___

System Administrator's Signature: _____ **Date Completed:** ___/___/___

PROD	C-1	GroupWise	Master List	BLS	EACC	GUAID	Password Doc
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