STOCKTON UNIVERSITY | INFORMATION TECHNOLOGY

BANNER ACCOUNT REQUEST FORM

SECTION 1a
Use of this Form

Form Information

STEP 1 Applicant/User completes Section 1b and gives the form to their Unit Manager.

STEP 2 Unit Manager completes Section 2 and sends the form to the appropriate Banner Custodian for authorization. **Please see the Banner Screen/Form reference table on the reverse of this form for reference.** If it is still unclear as to which custodians are required, please contact information.security@stockton.edu for assistance.

STEP 3 Banner Custodians submit the form to Information Security for the requested actions to be taken.

SECTION 1b
To be completed by the Requestor

Personal Identification and Information

Last Name

Z-Number: Z

First Name

Username

Staff	Faculty	Adjunct	TES	Student Worker	Affiliate

I have read, understand, and will abide by the rules set forth in the Information Technology Services Standards. www.stockton.edu/acceptable-use

Requestor Signature _____ Date _____

SECTION 2
To be completed by Manager/Supervisor

Request Details

Type of Request

Create New Account	Change Account	Remove Account

Clone Access From User?   Yes, Username:

SELECT ALL RELEVANT MODULES

Finance	Mary.Hughes@stockton.edu	Alumni	Cynthia.Crager@stockton.edu
HR	Tristan.Stoltzfus@stockton.edu	Financial Aid	Jenise.Kurtz@stockton.edu
		Bursar	Ryan.Terrell@stockton.edu
Student	Karen.Diemer@stockton.edu	Banner General	Walead.Abdrabouh@stockton.edu

Screens Required
(if not cloning access from another user) _____

Argos Access	(if checked) Argos Reports Required
BDM Access	(if checked) BDM Access Required
DegreeWorks Access	(if checked) Advisors without Exceptions Advisors Registrar

Budget Unit Manager

Department

Manager Signature _____ Date _____

SECTION 3

MANAGERS ARE TO SUBMIT FORM DIRECTLY TO INB MODULE CUSTODIANS TO BE AUTHORIZED

AUTHORIZATION IS REQUIRED BEFORE ANY CHANGES ARE APPLIED BY INFORMATION SECURITY

Banner Custodian Authorization

Mary Hughes (Finance)	Date	Cindy Crager (Alumni)	Date
		Jenise Kurtz (Financial Aid)	Date
Tristan Stoltzfus (HR)	Date	Ryan Terrell (Bursar)	Date
Karen Diemer (Student)	Date	Walead Abdrabouh (Banner General)	Date

STILL HAVE QUESTIONS?

If you have any questions about this form:

Please call x4779 or email information.security@stockton.edu

SECTION 1c
Information

Banner Object/Form Prefix-to-Custodian Reference

The forms/objects that your department use have a naming convention that will help identify to which Banner Custodian need to approve the access requested.

Form/Object Prefix	System	Custodian
A	Alumni/Development	Cindy Crager
F	Finance	Mary Hughes
G, C, E, M	General	Walead Abdrabouh
N, P	Human Resources	Tristan Stoltzfus
R	Financial Aid	Jenise Kurtz
S	Student	Karen Diemer
T	Bursars	Ryan Terrell

For example:

- The form GOAEMAL begins with "G," therefore it is a General form and the request should be submitted to the General custodian system for approval.

- The form SPAIDEN begins with "S," therefore it is a Student form and the request should be submitted to the Student system custodian for approval.

SECTION 1d
Information

Special Account Requests

For all special account creation or access requests, please contact Information Security prior to filling out this form. Special accounts include but are not limited to:

- GODDTOP access

- Special Purpose Accounts

STILL HAVE QUESTIONS?

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Stockton University
Banner Account Request Form
Version 4.5.1 - 05/20/2025
Office of Information Security
information.security@stockton.edu