

# Banner™ General Person Entry Privilege Request Form

This form is to request Banner General Person Entry Privileges. There are two levels of privileges, View/Edit (section 1) and GOAMTCH (Section 2). You will need to register for the Banner General Person training (*Prerequisite, Banner Navigation*) and send the completed form to David Daniel in Information Technology.

Name of Course Participant: \_\_\_\_\_

MUID #: \_\_\_\_\_ MUNET Username: \_\_\_\_\_

Department: \_\_\_\_\_

## Section 1: Complete the section for View/Edit privilege request only

**View/Edit Privileges Requested** This privilege is to view and edit records **ONLY** and **DOES NOT** require Banner Oversight Committee (BOC) Approval. Skip to Section 3 for signature.

## Section 2: Complete the section for GOAMTCH privilege request only

**MUID Generation / GOAMTCH Privileges Requested** This is a special privilege and should only be checked if your position is responsible for creating new MU ID's. This privilege **MUST** be approved by the Banner Oversight Committee (BOC). **Do not** attend General Person Entry Training until you have received written approval by a designee of the BOC. This privilege will not be granted for student and temporary employees.

- Justification for GOAMTCH Privilege Request:

\_\_\_\_\_

\_\_\_\_\_

- With this request for privileges, I accept the responsibility of General Person Entry in the Banner Information System and understand that my *username* will be associated with the entry of a person in Banner. I also understand that record duplications will be checked and privileges to enter persons in Banner may be revoked if my *username* is associated with recurrent duplications.
- Once you have registered for the Banner General Person Entry Training and have requested the GOAMTCH privilege, the trainer will submit your request to the BOC Committee. Upon approval, you will attend the training where your form will be completed and submitted for recording to Banner.

BOC Approval of GOAMTCH:	YES		NO			
BOC Chair Signature:					Date:	

## Section 3: Departmental Signatures for Approval

User's Printed Name:		Signature:		Date:	
Supervisor's Printed Name:		Signature:		Date:	
Dean/Director Printed Name:		Signature:		Date:	

## Section 4: Complete After Training

I, \_\_\_\_\_ acknowledge understanding of: Banner Basic Navigation; the  
(User Signature)

appropriate forms required and data entry standards for General Person Entry in Banner; and the necessity of properly searching for existing persons in Banner to avoid duplication of records.

I certify that the above-named person should be granted General Person Entry privileges.

Trainer's Name: \_\_\_\_\_

Trainer's Signature: \_\_\_\_\_

Date Training Completed: \_\_\_\_\_