PRAIRIE VIEW A&M UNIVERSITY
BANNER ACCESS REQUEST
NEW USER

User Information

Name: ___________________________  PVAMU
UIN#: ___________________________

Email Address: ___________________________  Phone: ___________________________

Department: ___________________________  Job Title: ___________________________

IMPORTANT:

All new Banner users must:

- Sign the Information Security Agreement (must be completed on an annual basis)
- Complete and produce transcript for the HR Connect Information Security Awareness Training (must be completed on an annual basis)
- Attend and complete the Banner Data Standards Training
- Attend and complete the Banner Basic Navigation Training

Form Prepared By: ___________________________  Preparer’s Phone: ___________________________
Preparer’s Email Address: ___________________________  Preparer’s Fax: ___________________________

Comments:

Banner Navigation Trainer*  Date  Department Manager  Date

Information Technology Services  Date  Division Head/Budget Officer  Date

*Banner Navigation Trainer to maintain documentation of Data Standards and Banner Basic Navigation Training.

After obtaining all required signatures, please submit this form along with the signed Confidentiality Statement to Information Technology Services offices for processing.