

# University of Oregon Banner Access Form Instructions

## Overview

Use this form to establish or modify a University of Oregon Banner account. This form requires a Department Head's signature of authorization and user's signature accepting the Code of Responsibility Statement. This form is to be used for all new employees, inter-departmental transfers, and for the mandatory renewal of student employees' Banner access for each term. In addition to this form, users must also complete module-specific training and access forms for initial access to FIS, HRIS, SIS, etc..

## Name, ID, Telephone, Department, Job Title, & Check Boxes

Please enter the requested identification information.

## Code of Responsibility for Security and Confidentiality of Records and Files

The user must read and sign this statement in order to acquire access. Access to use the system is non-transferable. Only the signer may use this account.

## Approved by

The user's Department Head must sign and print his or her name here.

## Computing Center Only

Please leave blank.

## Completed Form

Please send this completed *original* form through campus mail to:

**Banner Clerk  
University Computing Center**

Access should be granted within several days. Notification will be sent via users' @Oregon email account. If no such account exists, one will be established and the user will be notified. Student employee's Banner Access will be automatically removed at the beginning of each term unless this form is received for renewal. This form should also be used promptly for employee terminations and transfers to remove or update Banner access.