



## BANNER ON-LINE ACCESS REQUEST FORM

(Please complete a separate form for each individual requiring on-line Banner Access)

NOTE: This form can be found on the Lafayette College web site at the following address:

[http://www.lafayette.edu/community/banner\\_accessreq.pdf](http://www.lafayette.edu/community/banner_accessreq.pdf)

Request Type: \_\_\_\_\_ New Access Request \_\_\_\_\_ Change Request

Does the Employee for whom access is being requested replace someone who also had on-line budget access? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the name of the individual \_\_\_\_\_. Does the on-line access for the original employee need to be discontinued or modified?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please complete and attach a separate request form.

Employee L# (**Required field**) \_\_\_\_\_

Employee Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Department: \_\_\_\_\_

In the space below please list the Fund and Organization Numbers for which you are requesting on-line access (additional sheets may be attached as needed):

Fund	Organization	Add	Remove	Controller's Use Only

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the completed form to the Controller's Office, 202 Markle Hall.

You will receive a copy of this form in campus mail after the Controller's office has completed the on-line Banner Set-up.