Application for Banner Student Information System (SIS) Access
Baylor University

IMPORTANT: Please read the referenced policies. Please **print** all information.

Name _____
Last First Middle Initial

Title _____

Department Name _____ Dept. Number _____

Campus Address _____

Campus Telephone _____ I.D. Number _____

Have you been to Overview/Navigation Training: _____

I have read and agree to abide by the following Baylor policies:
BU-PP025 Policies for Computer Use BU-PP026 Directory Information Use
BU-PP027 Employee Personnel Information BU-PP029 Handling of Confidential Information

_____ _____
Signature/Email Address of Requestor Date

REQUESTED ACCESS

Do you currently have access to Banner SIS, HRS, or ADS? YES: ☐ NO: ☐

If YES, please provide current Banner username: _____

Access options (Complete A and/or B):

A) Copy Banner SIS access of this username: _____

Is this person leaving the department & their access should be terminated? YES: ☐ NO: ☐

OR

B) Describe access needed:

_____

_____

_____

_____ _____
Signature of Department Chairman/Dean Date

To be completed by ITS:

SIS custodial department approval obtained from _____

via (check one) E-Mail ☐ Phone ☐ In Person ☐ Date: _____

Send completed form to: **Margaret Lemon**
One Bear Place #97268 or margaret_lemon@baylor.edu