Request Access to Banner

To request a Banner account, log into myBearid Portal at: [http://bearid.baylor.edu](http://bearid.baylor.edu). Select the Requests tab and then click the Request Access button.

If you are requesting access for yourself, click the Include Self checkbox. If you are requesting access for someone else, type their name in the Search box and click the icon.

Select the appropriate resources from the drop-down box. Click the checkbox for the appropriate permissions and click the Done button.
Specify the Start Date and End Date for the access or select Permanent if End Date is not known.

3 Specify access period

Herbert, Donna: Start: 09/07/2016  End:  Permanent

Enter a comment for the access and click the Submit Request button.

4 Submit request

Enter comments below, then click Submit Request.
Requesting Banner access for Donna Herbert

Submit Request