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 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:

WORK-STUDY SUPERVISOR _____

_____

_____

_____

_____   _____
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
Campus Box 97268