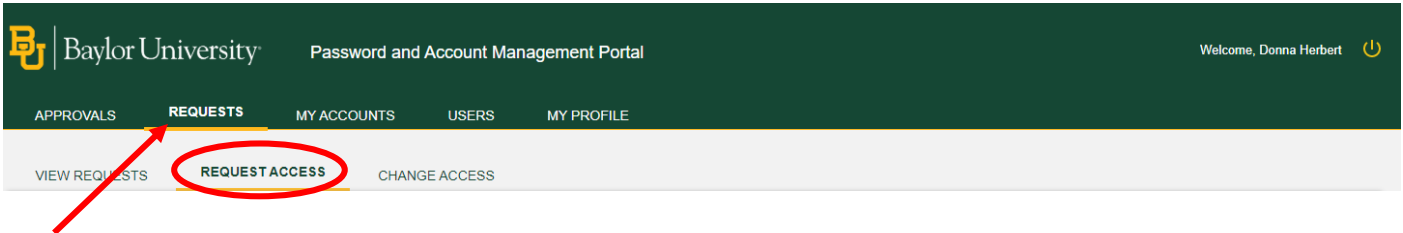



# Request Access to Banner

**NOTE:** Users who are classified as Auxiliary are not able to log into the myBearID portal as directed below. Auxiliary personnel will need to have someone from their department request access for them.

To request a Banner account, log into myBearID Portal at: <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.

## 1 Select a user

Select the users for whom you want to request access.  Include Self

The selected users are shown below.

Legal Last Name (Surname)	Legal First Name	Bear ID	Preferred First Name	Baylor ID Number	Supervisor ID
Search: <input type="text"/>					
<input type="button" value="REQUEST GUEST ACCESS"/>					<input type="button" value="SELECT USER"/>

Select the Banner Access from the drop-down box. Click the checkbox for the appropriate system and click the **Done** button.

## 2 Select resources and permissions

Baylor Resources:

- Select
- Banner Access
- Banner Direct DB Access
- TRAX
- Web Timecard Approver
- Search

## 3 Specify access period

## 2 Select resources and permissions

Baylor Resources:

Name	Description	Permission	Description	Approval
<input type="checkbox"/> Banner Advancement System	Access to the Banner Advancement System			Required
<input type="checkbox"/> Banner Human Resources System	Access to Banner Human Resources System			Required
<input type="checkbox"/> Banner Student Information System	Access to Banner Student Information System			Required

3 Total

Specify the Start Date and End Date for the access or select Permanent if End Date is not known.

### 3 Specify access period

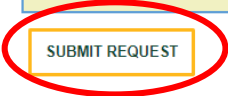
Herbert, Donna      Start:  Format: mm/dd/yyyy      End:       Permanent

Enter a comment about why you need Banner access and click the **Submit Request** button.

### 4 Submit request

*Enter comments below, then click Submit Request.*

I am starting a new job as Office Manager in XYZ department. I need the same access as Bobby\_Baylor had in this position



You should see a confirmation that the request has been submitted. From here, your request will be sent to your supervisor for approval.

**Information**

Request has been submitted.

**CLOSE**

You can view your request at any time under the View Requests tab in the **Requests** section.

Baylor University Password and Account Management Portal      Welcome, Donna Herbert

APPROVALS    **REQUESTS**    MY ACCOUNTS    USERS    MY PROFILE

**VIEW REQUESTS**    REQUEST ACCESS    CHANGE ACCESS

All the resource requests are shown below

ID	Date Submitted	Resources	Submitted By	Beneficiary	Type	Status
03902327	01/09/2020 5:39 PM	Banner Student Information System	Herbert, Donna	Herbert, Donna	Add	Pending

For Banner Student Access, you will also need to fill out a BearQuest form giving more details about what is needed. Before requesting this access, please determine if you need the same access of a current user, as this will expedite this request. If this is the case, you will need the BearID of this user before proceeding. Go to **bearquest.baylor.edu** and log in with your BearID and password. Then fill out the form and submit.