

# Regent University – Security Access Form: Banner/Discoverer/WebExtender

To request access:

1. Fill form out and obtain the required signatures. All access other than General Banner Access requires an authorizing signature.
2. Keep a copy of this form for your records.
3. Forward the completed form with signatures to the Banner Security Administrator, COM 300.
4. Any questions please contact the Help Desk at 352-4076.
5. **Training is strongly encouraged and required in some cases:** <http://www.regent.edu/it/training/>

| General Information  |   |
|--|---|
| Name (Print) _____   | MyRegent ID _____<br><small>(same ID used for computer logon, portal)</small> |
| Department _____   | Mail Drop _____   |
| Job Title _____  | Ext. _____  |
| Supervisor (Print) _____   |   |
| <input type="checkbox"/> New User <span style="margin-left: 150px;"><input type="checkbox"/> Alter Current Security</span> <span style="margin-left: 150px;"><input type="checkbox"/> Replace Security/Job Change</span> |   |

| General Access  |   |  |  |
|---|---|--|--|
| Banner  | Discoverer  |  |  |
| <b>All Names, Contact Info, Recruitment, Admissions, Registration, Courses, &amp; Faculty</b><br><input checked="" type="checkbox"/> View Only (Default Role)<br><input type="checkbox"/> Update General Comments<br><input type="checkbox"/> Update Student Advisor<br><input type="checkbox"/> Update Student Holds | <input type="checkbox"/> General Reports (General Student & Admissions) |  |  |

| CEM Approval Required *  |            |  |   |
|--|------------|--|---|
| Banner   | Discoverer | WebXtender/<br>ApplicationXtender                                  | Staff/Dept Only   |
| <b>All Names, Addresses, Phones</b><br><input type="checkbox"/> Update |            | <input type="checkbox"/> View<br><input type="checkbox"/> Scanning | <b>Banner</b><br><input type="checkbox"/> Basic<br><input type="checkbox"/> Advanced<br><input type="checkbox"/> System |

| Registrar's Office Approval Required *   |  |  |  |
|--|--|--|--|
| Banner   | Discoverer   | WebXtender/<br>ApplicationXtender                                  | Staff/Dept Only  |
| <b>Academic History/Class Rosters</b><br><input type="checkbox"/> View<br><b>Student Registration</b><br><input type="checkbox"/> Update | <input type="checkbox"/> Management Reports **<br><input type="checkbox"/> Registrar's Records | <input type="checkbox"/> View<br><input type="checkbox"/> Scanning | <b>Banner</b><br><input type="checkbox"/> Basic<br><input type="checkbox"/> Advanced<br><input type="checkbox"/> System<br><b>Discoverer</b><br><input type="checkbox"/> Registrar's Reports |

| Central Financial Aid Office Approval Required *   |  |  |   |
|--|--|--|---|
| Banner   | Discoverer                                     | WebXtender/<br>ApplicationXtender                                  | Staff/Dept Only   |
| <b>Financial Aid Information</b><br><input type="checkbox"/> View<br><input type="checkbox"/> Update | <input type="checkbox"/> Financial Aid Reports | <input type="checkbox"/> View<br><input type="checkbox"/> Scanning | <b>Banner</b><br><input type="checkbox"/> Basic<br><input type="checkbox"/> Advanced<br><input type="checkbox"/> System |

| Business Office Approval Required                                       |  |   |   |
|---|--|---|---|
| Banner  | Discoverer   | WebXtender/<br>ApplicationXtender   | Staff/Dept Only   |
| <b>Accounts Receivable Information</b><br><input type="checkbox"/> View | <input type="checkbox"/> A/R Reports<br><input type="checkbox"/> Management Reports ** | <input type="checkbox"/> View<br><input type="checkbox"/> Scanning<br>Please select one below<br><input type="checkbox"/> GL <input type="checkbox"/> A/P | <b>Banner</b><br><input type="checkbox"/> Basic<br><input type="checkbox"/> Advanced<br><input type="checkbox"/> System |

# Regent University – Security Access Form: Banner/Discoverer/WebExtender

| Advancement Office Approval Required  |  |   |
|---|--|---|
| Banner  | Discoverer                                   | WebXtender/<br>ApplicationXtender   |
| <b>Constituents</b><br><input type="checkbox"/> Query <input type="checkbox"/> Basic <input type="checkbox"/> Adv <input type="checkbox"/> Maint<br><b>Events</b><br><input type="checkbox"/> Query <input type="checkbox"/> Basic <input type="checkbox"/> Adv <input type="checkbox"/> Maint<br><b>Gifts</b><br><input type="checkbox"/> Query <input type="checkbox"/> Basic <input type="checkbox"/> Adv <input type="checkbox"/> Maint<br><b>Prospects</b><br><input type="checkbox"/> Query <input type="checkbox"/> Basic <input type="checkbox"/> Adv <input type="checkbox"/> Maint<br><b>Solicitor Organizations</b><br><input type="checkbox"/> Query <input type="checkbox"/> Basic <input type="checkbox"/> Adv <input type="checkbox"/> Maint<br><br><input type="checkbox"/> <b>Web For Development Officers</b> | <input type="checkbox"/> Advancement Reports | <input type="checkbox"/> View<br><input type="checkbox"/> Scanning<br>Please select one below<br><input type="checkbox"/> Common<br><input type="checkbox"/> Gifts/Pledges<br><input type="checkbox"/> Designations |

| WebXtender/ApplicationXtender                                      |   |  |  |
|--|---|--|--|
| Law Admissions<br>Approval Required *                              | Law Records<br>Approval Required *  | Human Resources<br>Approval Required                               | School of Psychology<br>Approval Required                          |
| <input type="checkbox"/> View<br><input type="checkbox"/> Scanning | <input type="checkbox"/> View<br><input type="checkbox"/> Scanning<br><b>ApplicationXtender</b><br><input type="checkbox"/> Character | <input type="checkbox"/> View<br><input type="checkbox"/> Scanning | <input type="checkbox"/> View<br><input type="checkbox"/> Scanning |

By signing below:

I acknowledge that any data, records, or other information viewed, accessed, or otherwise obtained via these privileges is strictly confidential, and its privacy is protected by the Family Educational Rights and Privacy Act (FERPA). I also understand that Regent University does not permit me to disclose said information beyond the scope of my employment, and I am solely liable for any personal incidents regarding breach of confidentiality. I recognize that any negligent disclosure of said information may be punishable under applicable state/federal law and Regent University policy; which may lead to disciplinary action up to and including termination of employment.

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Any security access request other than General Banner Access requires one or more signatures. Refer to the title bar of each section for security signature needed.

|                                     |                  |         |
|-------------------------------------|------------------|---------|
|                                     | <u>Mail Drop</u> |         |
| Advancement Office _____            | Date _____       | ADM 128 |
| Business Office _____               | Date _____       | ADM 134 |
| Central Enrollment _____            | Date _____       | SC 218  |
| Financial Aid Office _____          | Date _____       | SC 240  |
| Law Admissions _____                | Date _____       | RH 239  |
| Law Records _____                   | Date _____       | RH 225L |
| School of Psychology _____          | Date _____       | CRB 174 |
| Human Resources _____               | Date _____       | ADM 111 |
| Registrar's Office _____            | Date _____       | SC 235  |
| Banner Security Administrator _____ | Date _____       | COM 300 |

\* Additional Training Required

\*\* Multiple Signatures Required