SUNY CORTLAND

Administrative Computing Services

User Profile Authorization Form

Action Required: Place an X Beside Your	Request		* Definition of User Profile
Create A New User Profile*			
Change An Existing User Profile*		specific	file represents the VMS and ORACLE login ID's that are created for a employee to access the Banner Production Systems (Student, Financial
Terminate An Existing User Profile*			/or Finance). Where you have no current authorization to query/view the systems, you should select Create A New User Profile
User Information			
Last Name:	First Name	:	Middle Initial:
Email:			
Position:			
Office Location:	Phone #:		Fax #:
Affiliation: Faculty/Staff:		Support:	M/C:
Status: Full-time:		Part-time:	
Internet/Banner Production System User Profiles (Existing)			
Do you currently have a Banner userid:		Yes	No
If yes: What is your Banner Login:			
(ex. jsmith)			
Identify the Banner Production Systems which you will require access to:			
CAPP Student A/R Admissions Financial Aid			
Enter Description/Reason For Change:			
Please identify the Organization Codes that you will require access to:			
Please Enter The Transaction Codes (ex.: SPAIDEN) (ex.: Student Base Rec	cords)		
Signature of Department Head		Date:	
Signature of Approving Office		Date:	
*Use reverse side for more transaction codes			