

Middle Georgia State University

Banner Request Form

Complete this request form, obtain the required approval signatures, and submit to <http://bannerhelp.mga.edu>

Faculty/Staff Information

First Name	<input type="text"/>	Department/School	<input type="text"/>
Middle Initial	<input type="text"/>	Job Title	<input type="text"/>
Last Name	<input type="text"/>	Phone Number	<input type="text"/>
Faculty/Staff ID	<input type="text"/>	E-mail	<input type="text"/>

Request Details (Fill out fields necessary to meet your request)

Create an account for: Banner Bosscars Other with the same permissions as:
(for example: Jane Doe)

Description of Need:

(for example: Please grant Jane Doe permission to modify/read only access to SPAIDEN OR Please grant John Doe permission to run WAA099A)
Be sure to explain the reason for any additional Banner permissions. Failure to explain need may result in an immediate denial to your request

I agree to uphold the protection of student privacy and rights as set forth by the Family Education Rights and Privacy Act (FERPA).
<http://www.mga.edu/registrar/ferpa.aspx>

Faculty/Staff's Signature: _____ Date _____

Director/Supervisor Name:

Director/Supervisor's Signature: _____ Date _____