



**SCHEDULE BUILDING
REQUEST ACCESS FORM**

Requested by: _____

Department: _____ **Phone Ext:** _____

Employee Name: _____

NetID: _____ **KSU#:** _____

This form is used to gain access to the Banner INB Schedule Building Security Class application. To add access, employee must have a Banner INB account by completing the ITS New Account Request Form and check the Banner INB block.

Instructions:

Please complete **Section A** if the Employee's Schedule Building access needs to be added or removed.

Section A – UPDATE ACCOUNT ACCESS

Please select all that apply:

Schedule Building access needs to be added

Schedule Building access needs to be removed

AUTHORIZATION

Employee's Supervisor approval: _____ **Date:** _____

Please send completed and signed form to Enrollment Services Division: bannerforms@kennesaw.edu.

ADMINISTRATIVE USE ONLY

Enrollment Services: _____ **Date:** _____

Registrar Administrator: _____ **Date:** _____