BANNER INB SECURITY REQUEST FORM
New INB User Access Verification

Requested by (supervisor name)_____

Department_____ **Phone Ext:** _____

Employee Name: _____ **NetID:** _____ **KSU#** _____

Position Title: _____

Section A – ROLE-BASED ACCESS SELECTION

Please select the access that best applies:

- ☐ Department Chair
- ☐ Call Center
- ☐ Nolij Web
- ☐ Department Admin
- ☐ Academic Advisor
- ☐ Library
- ☐ Department of Public Safety (DPS)
- ☐ Other (if selected, please complete Section B)

Section B – ACCESS DETAILS

If Other was selected in Section A, please list the classes the employee requires below. If you have any questions regarding classes, please contact Paul Parker in Enrollment Services (bannerforms@kennesaw.edu or X7883).

Name of Banner Class

AUTHORIZATION

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

Please email completed and signed form along with the employee's FERPA Certificate to bannerforms@kennesaw.edu.

ADMINISTRATIVE USE ONLY

Enrollment Services: _____ **Date:** _____

Banner Security Administrator _____**Date:** _____