



**KENNESAW
STATE UNIVERSITY**
BANNER INB (Internet Native Banner)/ Nolij Web
ADD/CHANGE ACCESS FORM

Requested by (supervisor name) _____

Department _____ Phone/Ext: _____

Employee Name: _____ NetID: _____ KSU#: _____

Instructions:
A. Please complete Section A if the Employee's Position/Title has changed within the current department and when no additional changes to the account are needed.
B. Please complete Section B if the Employee's new job responsibilities require a change in Banner INB access.
A. & B. Complete both Section A and Section B if the Employee's Position/Title changed within the current department and changes to the Banner account are requested. Please see "Nolij Web Note" below regarding actions steps for changes related to Nolij access.

Section A – LOCKED ACCOUNT SECURITY INFORMATION

Please select all that apply:

Banner access needs to be updated
(if checked, please complete Section B)

Nolij Web access to be updated
(if checked, please email service@kennesaw.edu indicating the changes)

Banner access needs to stay the same

Nolij access needs to stay the same

Banner access needs to be removed

Nolij access needs to be removed

Section B – UPDATE ACCOUNT ACCESS

You must indicate below the class and rights "Add" or "Remove" to which access is needed for the employee.

Name of Banner Class	Access Add or "Remove"

If you have questions regarding the classes, please email your request to bannerforms@kennesaw.edu.

AUTHORIZATION

Employee's Supervisor approval _____ Date: _____

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

ADMINISTRATIVE USE ONLY

Enrollment Services _____ Date: _____

Banner /Nolij Security Administrator _____ Date: _____