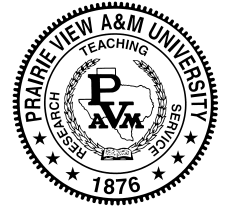


# PRAIRIE VIEW A&M UNIVERSITY

## BANNER ACCESS REQUEST NEW USER



**User Information**

<b>Name:</b> _____	<b>PVAMU UIN#:</b> _____
<b>Email Address:</b> _____	<b>Phone:</b> _____
<b>Department:</b> _____	<b>Job Title:</b> _____

**IMPORTANT:**

All new Banner users must:

- Sign the Information Security Agreement (must be completed on an annual basis)
- Complete and produce transcript for the HR Connect Information Security Awareness Training (must be completed on an annual basis)
- Attend and complete the Banner Data Standards Training
- Attend and complete the Banner Basic Navigation Training

<b>Form Prepared By:</b> _____	<b>Preparer's Phone:</b> _____
<b>Preparer's Email Address:</b> _____	<b>Preparer's Fax:</b> _____

Comments:

<b>Banner Navigation Trainer*</b>	<b>Date</b>	<b>Department Manager</b>	<b>Date</b>
<b>Information Technology Services</b>	<b>Date</b>	<b>Division Head/Budget Officer</b>	<b>Date</b>

\*Banner Navigation Trainer to maintain documentation of Data Standards and Banner Basic Navigation Training.  
 After obtaining all required signatures, please submit this form along with the signed Confidentiality Statement to Information Technology Services offices for processing.