

# Administrative Systems Access Authorization Form

To access Banner, InfoBear/DegreeWorks, BDM, Workflow, and Argos, employees must complete the steps below.

- For specific information on Banner, see: <https://my.bridgew.edu/departments/as/SitePages/ElLucian%20Banner.aspx>
- For specific information on IT polices, see <https://my.bridgew.edu/departments/it/SitePages/Home.aspx>

By signing this form, the applicant agrees to have read and abide by all the appropriate policies listed in the documents above and comply with the required standards.

Travel and Expense access requests are made directly with the Procurement Office.

Employees are required to attend one of the required Finance trainings prior to obtaining Banner Finance access. Training for all other applications will be the responsibility of the Department of Hire.

Send completed forms to: Security Manager, Room 009, Boyden Hall.

## Requestor Section

Name (print):	Banner ID:	Department:
Title:	Email Address:	
Signature of Requestor:		Date:

## Supervisor/Department Head Section

Requested Access: <input type="checkbox"/> Banner <input type="checkbox"/> DegreeWorks/InfoBear <input type="checkbox"/> BDM <input type="checkbox"/> Workflow <input type="checkbox"/> Argos		
Request access to match following employee within Department of Hire (if applicable):		
Name (print): _____		Banner ID: _____
Additional Requested Banner Security Class(es) or Form(s):		
Justification:		
Supervisor Name (print):	Signature of Supervisor:	Date:

*The Supervisor/Department Head must support the applicant's request for permission to access data as detailed above.*

## Approval Section

Security Manager Name (print):	Security Manager Signature:	<b>Authorization</b> Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date:
Security Technician Name (print):	Security Technician Signature:	<b>Access</b> Granted <input type="checkbox"/> Denied <input type="checkbox"/>	Date:
DegreeWorks Approver Name (print):	DegreeWorks Approver Signature:	<b>Access</b> Granted <input type="checkbox"/> Denied <input type="checkbox"/>	Date:
Additional Comments:			

*Appeals for denied requests should be forwarded to the Banner Executive Steering Committee.*