



# VIRGINIA STATE UNIVERSITY

## ACCOUNT REQUEST FORM

### APPLICANT INFORMATION (PRINT CLEARLY)

Full Name (Last, First, Middle Initial) \_\_\_\_\_ VSU Banner V# (if unknown leave blank) \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Location ( Building & Room Number) \_\_\_\_\_ Telephone/Fax Number \_\_\_\_\_

Status:  Faculty  Staff  Student  Contractor  Other (please specify): \_\_\_\_\_

For All Short-Term/Temporary Access (REQUIRED): Start Date \_\_\_\_\_ End Date \_\_\_\_\_

### ACCOUNT(S) REQUESTED

Type of Account	New	Modify	Description
Email	<input type="checkbox"/>	<input type="checkbox"/>	Required for all University employees
VSU Network (AD)	<input type="checkbox"/>	<input type="checkbox"/>	Required for all University employees
Banner Navigation Training is required before the Banner accounts selected below will be created.			TRAINER SIGNATURE REQUIRED: _____ (Shahla Roayaei or a Banner Security Manager)
<b>Banner Self-Service</b>			ADDITIONAL AUTHORIZATION REQUIRED (Pages 2 – 3)
Finance	<input type="checkbox"/>	<input type="checkbox"/>	FACULTY ADVISOR: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Banner INB</b>			ADDITIONAL AUTHORIZATION REQUIRED (Pages 2 – 3)
Finance	<input type="checkbox"/>	<input type="checkbox"/>	INSTANCE(S) IF OTHER THAN PROD: _____
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	
Admissions	<input type="checkbox"/>	<input type="checkbox"/>	
Student	<input type="checkbox"/>	<input type="checkbox"/>	
Financial Aid	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WebFocus</b>	<input type="checkbox"/>	<input type="checkbox"/>	ADDITIONAL AUTHORIZATION REQUIRED (Pages 2 – 3)
<b>Other:</b>	<input type="checkbox"/>	<input type="checkbox"/>	

### SECURITY IDENTIFIER

This identifier is used as a security measure to verify your identity for account change requests. The VSU Help Desk personnel will ask for your security identifier and it must match the information that you provide below before they can make any changes to your accounts. Please answer **one** of the following three questions:

Pet's Name \_\_\_\_\_ City Born In: \_\_\_\_\_ Street Name: \_\_\_\_\_

### AUTHORIZATION

By signing this form, you agree to comply with the VSU Password Policy (6002), Acceptable Use Policy (6000), Network Monitoring Policy (6004), Banner Security Policy and related Commonwealth of Virginia Regulations. Failure to adhere to these policies may result in suspension of computer access privileges.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Signature of Dean, Department Head, or Manager \_\_\_\_\_

**Completed form may be faxed to 524-5228, mailed to Box 9090, or hand-delivered to OIT in Library, Room B46.**



# VIRGINIA STATE UNIVERSITY

## ACCOUNT REQUEST FORM

### APPLICANT INFORMATION (PRINT CLEARLY)

Full Name (Last, First, Middle Initial)

VSU ID (Banner V#)

### BANNER APPROVAL BY DATA OWNER(S): Please Specify Classes Below

#### FINANCE CLASSES:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> BAN_VSU_SIN_USER_C         | <input type="checkbox"/> VSU_FIN_BANK_RECON_Q_C       | <input type="checkbox"/> VSU_FIN_REFUND_M_C          |
| <input type="checkbox"/> BAN_VSU_FINANCE_C          | <input type="checkbox"/> VSU_FIN_BUDGET_M_C           | <input type="checkbox"/> VSU_FIN_REQ_APRV_M_C        |
| <input type="checkbox"/> BAN_VSU_FIN_USER_C         | <input type="checkbox"/> VSU_FIN_CAMPUS_Q_C           | <input type="checkbox"/> VSU_FIN_RESACCT_M_C         |
| <input type="checkbox"/> BAN_VSU_AREC_USER_M        | <input type="checkbox"/> VSU_FIN_CAMPUS_REC_M_C       | <input type="checkbox"/> VSU_FIN_RESACCT_Q_C         |
| <input type="checkbox"/> BAN_VSU_AREC_USER_Q        | <input type="checkbox"/> VSU_FIN_COA_M_C              | <input type="checkbox"/> VSU_FIN_RESACCT_PROP_Q_C    |
| <input type="checkbox"/> VSU_FIN_ACCT_REPORT_M_C    | <input type="checkbox"/> VSU_FIN_COA_Q_C              | <input type="checkbox"/> VSU_FIN_RESACCT_REPORTS_M_C |
| <input type="checkbox"/> VSU_FIN_ACCT_TRANS_Q_C     | <input type="checkbox"/> VSU_FIN_FIXASSETS_M_C        | <input type="checkbox"/> VSU_FIN_SECURITY_M_C        |
| <input type="checkbox"/> VSU_FIN_ACCT_TRANS_M_C     | <input type="checkbox"/> VSU_FIN_FIXASSETS_REPORT_M_C | <input type="checkbox"/> VSU_FIN_YEAREND_M_C         |
| <input type="checkbox"/> VSU_FIN_ACCTPAY_M_C        | <input type="checkbox"/> VSU_FIN_POSTING_M_C          | <input type="checkbox"/> VSU_FIN_YEAREND_Q_C         |
| <input type="checkbox"/> VSU_FIN_ACCTPAY_Q_C        | <input type="checkbox"/> VSU_FIN_PUR_M_C              | <input type="checkbox"/> VSU_SELF_SERVICE_Q_C        |
| <input type="checkbox"/> VSU_FIN_ACCTPAY_CHECK_M_C  | <input type="checkbox"/> VSU_FIN_PUR_Q_C              | <input type="checkbox"/> VSU_STU_ACCT_Q_C            |
| <input type="checkbox"/> VSU_FIN_ACCTPAY_REPORT_M_C | <input type="checkbox"/> VSU_FIN_PUR_REPORT_M_C       | <input type="checkbox"/> VSU_STU_ACCT_SUPERV_M_C     |
| <input type="checkbox"/> VSU_FIN_ALL_USERS_Q_C      | <input type="checkbox"/> VSU_FIN_PUR_VENDOR_M_C       | <input type="checkbox"/> VSU_STU_ACCTS_OTH_Q_C       |
| <input type="checkbox"/> VSU_FIN_APRVL_M_C          | <input type="checkbox"/> VSU_FIN_PUR_VENDOR_Q_C       | <input type="checkbox"/> VSU_STU_CASHIER_M_C         |
| <input type="checkbox"/> VSU_FIN_APRVL_SEC_M_C      | <input type="checkbox"/> VSU_FIN_QUICKFL_M_C          | <input type="checkbox"/> VSU_STU_CASHIER_REPORTS_M_C |
| <input type="checkbox"/> VSU_FIN_AUDIT_Q_C          | <input type="checkbox"/> VSU_FIN_REC_M_C              | <input type="checkbox"/> VSU_STU_MGRS_REPORTS_M_C    |
| <input type="checkbox"/> VSU_FIN_BANK_RECON_M_C     | <input type="checkbox"/> VSU_FIN_REC_Q_C              | <input type="checkbox"/> WEBFOCUS - FINANCE          |

Signature of Finance Security Manager

Date

#### HUMAN RESOURCES CLASSES:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> VSU_HR_SECURITY   | <input type="checkbox"/> VSU_HR_COMP_M | <input type="checkbox"/> WEBFOCUS - HUMAN RESOURCES |
| <input type="checkbox"/> VSU_HR_TRANS_M    | <input type="checkbox"/> VSU_HR_COMP_Q |   |
| <input type="checkbox"/> VSU_HR_TRANS_Q    | <input type="checkbox"/> VSU_HR_MGR_M  |   |
| <input type="checkbox"/> VSU_HR_BUDGET_M_C | <input type="checkbox"/> VSU_HR_MGR_Q  |   |
| <input type="checkbox"/> VSU_HR_BUDGET_Q_C |  |   |

Signature of Human Resources Security Manager

Date

#### ADMISSIONS CLASSES:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> VSU_ADM_MASTER_M_C        | <input type="checkbox"/> VSU_VALID_FORMS_M_C       | <input type="checkbox"/> VSU_GRAD_OUTSIDE_FORMS_Q_C     |
| <input type="checkbox"/> VSU_ADM_MASTER_Q_C        | <input type="checkbox"/> VSU_ADM_APPL_VIEW_Q_C     | <input type="checkbox"/> VSU_GRAD_ADM_APPL_INPUT_M_C    |
| <input type="checkbox"/> VSU_ADM_OUTSIDE_FORMS_Q_C | <input type="checkbox"/> VSU_ADM_WEB_APP_Q_C       | <input type="checkbox"/> VSU_GRAD_ADM_APPL_INPUT_Q_C    |
| <input type="checkbox"/> VSU_ADM_APPL_INPUT_M_C    | <input type="checkbox"/> VSU_ADM_WEB_APP_M_C       | <input type="checkbox"/> VSU_GRAD_ADM_APPL_VIEW_Q_C     |
| <input type="checkbox"/> VSU_ADM_APPL_INPUT_Q_C    | <input type="checkbox"/> VSU_ADM_RECRUIT_M_C       | <input type="checkbox"/> VSU_GRAD_ADM_WEB_APP_Q_C       |
| <input type="checkbox"/> VSU_ADM_DECIS_M_C         | <input type="checkbox"/> VSU_ADM_RECRUIT_Q_C       | <input type="checkbox"/> VSU_GRAD_ADM_WEB_APP_M_C       |
| <input type="checkbox"/> VSU_ADM_DECIS_Q_C         | <input type="checkbox"/> VSU_GRAD_ADM_MASTER_M_C   | <input type="checkbox"/> VSU_GRAD_ADM_JOBSUB_M_C        |
| <input type="checkbox"/> VSU_ADM_LTR_GEN_M_Q       | <input type="checkbox"/> VSU_GRAD_ADM_DECIS_M_C    | <input type="checkbox"/> VSU_GRAD_F_A_I_M_C             |
| <input type="checkbox"/> VSU_ADM_JOBSUB_M_C        | <input type="checkbox"/> VSU_GRAD_ADM_RECRUIT_M_C  | <input type="checkbox"/> VSU_GRAD_GEN_JOBSUB_M_C        |
| <input type="checkbox"/> VSU_ADM_TAPELOAD_M_C      | <input type="checkbox"/> VSU_GRAD_ADM_RECRUIT_Q_C  | <input type="checkbox"/> VSU_GRAD_ADM_POPESEL_M_C       |
| <input type="checkbox"/> VSU_ADM_GEN_JOBSUB_M_C    | <input type="checkbox"/> VSU_GRAD_ADM_VIEW_ALL_Q_C | <input type="checkbox"/> VSU_GRAD_ADM_OUTSIDE_FORMS_M_C |
| <input type="checkbox"/> VSU_ADM_POPESEL_M_C       | <input type="checkbox"/> VSU_GRAD_ADM_DECIS_Q_C    | <input type="checkbox"/> VSU_GRAD_VALIDATIONS_FORMS_M_C |
| <input type="checkbox"/> VSU_ADM_OTHR_ACCESS_Q_C   | <input type="checkbox"/> VSU_GRAD_ADM_LTR_GEN_M_C  | <input type="checkbox"/> VSU_GRAD_QUIK_ADMIT_FORMS_M_C  |
| <input type="checkbox"/> VSU_ADM_HOLD_Q_C          |  | <input type="checkbox"/> WEBFOCUS - ADMISSIONS          |

Signature of Admissions Security Manager

Date



# VIRGINIA STATE UNIVERSITY

## ACCOUNT REQUEST FORM

### STUDENT CLASSES:

- VSU\_GEN\_PERSON\_STUDENT\_M\_C
- VSU\_GEN\_PERSON\_STUDENT\_Q\_C
- VSU\_STU\_SDL\_ADMIS\_M\_C
- VSU\_GEN\_VALIDATION\_M\_C
- VSU\_GEN\_VALIDATION\_Q\_C
- VSU\_STU\_SDL\_ADMIS\_Q\_C
- VSU\_HOLD\_Q\_C
- VSU\_HOLD\_M\_C
- VSU\_REG\_SPEC\_1\_ADM\_M\_C
- VSU\_REG\_SPEC\_1\_ADM\_Q\_C
- VSU\_REG\_SPEC\_2\_HSG\_M\_C
- VSU\_REG\_SPEC\_2\_HSG\_Q\_C
- VSU\_REG\_SPEC\_3\_STU\_ACCTS\_M\_C
- VSU\_REG\_SPEC\_3\_STU\_ACCTS\_Q\_C
- VSU\_REG\_SPEC\_4\_FIN\_AID\_M\_C
- VSU\_REG\_SPEC\_4\_FIN\_AID\_Q\_C
- VSU\_REG\_TEMP\_DEPT\_USERS\_M\_C

- VSU\_REG\_SUPER\_USER
- VSU\_REG\_REGISTRAR
- VSU\_REG\_PROG\_SPEC
- VSU\_REG\_GRAD\_COORD
- VSU\_REG\_ADM\_PROG\_SPEC\_III
- VSU\_REG\_ADM\_SPEC\_III
- VSU\_REG\_ADM\_SPEC\_II
- VSU\_REG\_ADM\_SPEC\_I
- VSU\_REG\_STAFF\_1
- VSU\_REG\_STAFF\_2
- VSU\_REG\_STAFF\_3
- VSU\_REG\_DEPT\_USERS\_M\_C
- VSU\_REG\_DEPT\_USERS\_Q\_C
- VSU\_REG\_DEPT\_USERS\_1\_M\_C
- VSU\_REG\_DEPT\_USERS\_1\_Q\_C

- VSU\_HSG\_MASTER\_M\_C
- VSU\_HSG\_MASTER
- VSU\_HSG\_ROOM\_ASSIGN\_M\_C
- VSU\_HSG\_ROOM\_ASSIGN\_Q\_C
- VSU\_HSG\_MEAL\_ASSIGN\_M\_C
- VSU\_HSG\_MEAL\_ASSIGN\_Q\_C
- VSU\_HSG\_STUD\_MGMT\_VIEW\_Q\_C
- VSU\_HSG\_ROOM\_VIEW\_Q\_C
- VSU\_HSG\_MEAL\_VIEW\_Q\_C
- VSU\_HSG\_OUTSIDE\_FORMS\_Q\_C
- VSU\_STUD\_ACTIVITIES\_M\_C
- VSU\_STUD\_ACTIVITIES\_Q\_C

WEBFOCUS - STUDENT

\_\_\_\_\_  
Signature of Student Security Manager(s)

\_\_\_\_\_  
Date

### FINANCIAL AID CLASSES:

- VSU\_FA\_DATACTL
- VSU\_FA\_IMPTEAM
- VSU\_FA\_COUNSEL
- VSU\_FA\_INQUIRY

- VSU\_FA\_MGMT
- VSU\_FA\_RULES
- VSU\_FA\_CLRC

- VSU\_FA\_JOBS
- VSU\_FA\_HELPDSK

WEBFOCUS - FINANCIAL AID

\_\_\_\_\_  
Signature of Financial Aid Security Manager

\_\_\_\_\_  
Date

### OFFICE OF INFORMATION TECHNOLOGY USE ONLY

Type of Account	Action	Date	Signature
Email			
VSU Network (AD)			
Banner Self-Service			
Banner INB			
WebFocus			

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