



VIRGINIA STATE UNIVERSITY

ACCOUNT REQUEST FORM

APPLICANT INFORMATION (PRINT CLEARLY) Instructions available at <http://www.vsu.edu/pages/3303.asp>

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): _____

All Short-Term/Temporary Access (**DATES 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 ACCESS - Banner Navigation Training is required <u>before</u> the Banner accounts selected below will be created. INB requires additional training.			TRAINER SIGNATURE REQUIRED: _____ (Shahla Roayaei or a Banner Security Manager)
Banner Self-Service Finance Student Advancement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ADDITIONAL AUTHORIZATION REQUIRED (Pages 2 – 3) ARE YOU A FACULTY ADVISOR? <input type="checkbox"/> Yes
Banner INB - PROD Finance Human Resources Admissions Student Financial Aid Advancement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ADDITIONAL AUTHORIZATION AND TRAINING REQUIRED (Pages 2 – 3)
OTHER:	<input type="checkbox"/>	<input type="checkbox"/>	

AUTHORIZATION

By signing this form, you agree to comply with the VSU Password Management Policy (6320), Acceptable Use Policy (6520), IT Security Policy (6110) and all other related University and Commonwealth policies. VSU Policies are available at <http://www.vsu.edu/pages/951.asp>. **If this form is not fully completed with all approval authorizations required, this may delay processing of your account request until the form is fully completed.**

Applicant Signature: _____ Date: _____

Supervisor Name (PRINT): _____

Supervisor Signature: _____ Date: _____

System Owner Name (PRINT): _____

System Owner Signature: _____ Date: _____

APPLICANT INFORMATION (PRINT CLEARLY)

FULL NAME (LAST, FIRST, MIDDLE INITIAL)

VSU ID (BANNER V#)

BANNER APPROVAL BY DATA OWNER(S): *Completed by Banner Security Managers*

REQUIRED ROLE FOR ALL INB ACCESS: VSU_GN_LOGIN_ROLE

GENERAL ROLES: VSU_GN_GENPER_ROLE VSU_GN_POPSEL_ROLE VSU_GN_JOB SUB_ROLE
 VSU_GN_CMNMTCH_ROLE VSU_GN_EPRINT_ROLE VSU_GN_SDE_RULE_ROLE
 VSU_GN_SDE_QUERY_ROLE

FINANCE ROLES:

- | | | |
|--|---|--|
| <input type="checkbox"/> VSU_AR_CASHIER_ROLE
<input type="checkbox"/> VSU_AR_COLLECTIONS_TECH_ROLE
<input type="checkbox"/> VSU_AR_CONTRACT_ROLE
<input type="checkbox"/> VSU_AR_CONTROL_ROLE
<input type="checkbox"/> VSU_AR_FEEASSMNT_ROLE
<input type="checkbox"/> VSU_AR_REFUND_TECH_ROLE
<input type="checkbox"/> VSU_AR_SUPERVISOR_CASHIER_ROLE
<input type="checkbox"/> VSU_AR_SUPERVISOR_ROLE
<input type="checkbox"/> VSU_AR_TECHNICIAN_ROLE
<input type="checkbox"/> VSU_FI_ACCTMGR_ROLE
<input type="checkbox"/> VSU_FI_AP_SUPERVISOR_ROLE
<input type="checkbox"/> VSU_FI_AP_TECH_ROLE
<input type="checkbox"/> VSU_FI_AUDITOR_ROLE
<input type="checkbox"/> VSU_FI_AVP_A&F_ROLE
<input type="checkbox"/> VSU_FI_BUDGET_ROLE | <input type="checkbox"/> VSU_FI_CASHINVEST_GRNT_ROLE
<input type="checkbox"/> VSU_FI_CASHINVEST_ROLE
<input type="checkbox"/> VSU_FI_CENTRAL_REC_TECH_ROLE
<input type="checkbox"/> VSU_FI_FINANCIALRPTG_ROLE
<input type="checkbox"/> VSU_FI_FIXASSET_ROLE
<input type="checkbox"/> VSU_FI_FIXASSET_ACCTMGR_ROLE
<input type="checkbox"/> VSU_FI_FNDTN_MGR_ROLE
<input type="checkbox"/> VSU_FI_GENERALACCTG_ROLE
<input type="checkbox"/> VSU_FI_GEN_ENCUM_ROLE
<input type="checkbox"/> VSU_FI_GRANTS_MGR_ROLE
<input type="checkbox"/> VSU_FI_PAYROLL_ROLE
<input type="checkbox"/> VSU_FI_PURCHASING_CANCELPO_ROL
<input type="checkbox"/> VSU_FI_PURCHASING_TECH_ROLE
<input type="checkbox"/> VSU_FI_SPRVSR_CENTRAL_REC_ROLE
<input type="checkbox"/> VSU_FI_STU_GRNT_ROLE | <input type="checkbox"/> VSU_FI_INTERN_STU_ACCT_ROLE
<input type="checkbox"/> VSU_FI_SUPERVISOR_GA_ROLE
<input type="checkbox"/> VSU_FI_VP_A&F_ROLE
<input type="checkbox"/> VSU_FAST_AP_ROLE
<input type="checkbox"/> VSU_FAST_COA_ROLE
<input type="checkbox"/> VSU_FAST_GENACCT_ROLE
<input type="checkbox"/> VSU_FAST_JOB SUB_ROLE
<input type="checkbox"/> VSU_FAST_SECURITY_ROLE
<input type="checkbox"/> VSU_FAST_YREND_ROLE
<input type="checkbox"/> VSU_APP_SUPPORT_ROLE
<input type="checkbox"/> VSU_APA_QUERY_ROLE

<input type="checkbox"/> VSU_XA_FORMFUSION

<input type="checkbox"/> WEBFOCUS – FINANCE |
|--|---|--|

Signature of Finance Security Manager

Date

HUMAN RESOURCES ROLES:

- | | | |
|---|---|---|
| <input type="checkbox"/> VSU_HR_AOS_III_BENEFITS_ROLE
<input type="checkbox"/> VSU_HR_AOS_III_RECRUITER_ROLE
<input type="checkbox"/> VSU_HR_AOS_III_ROLE
<input type="checkbox"/> VSU_HR_BENEFITS_ADMIN_ROLE
<input type="checkbox"/> VSU_HR_BENEFITS_MGR_ROLE | <input type="checkbox"/> VSU_HR_RECRUITER_ROLE
<input type="checkbox"/> VSU_HR_RECRUITER_MGR_ROLE
<input type="checkbox"/> VSU_HR_HRIS_SECURITY_MGR_ROLE
<input type="checkbox"/> VSU_HR_AUDITOR_ROLE
<input type="checkbox"/> VSU_HR_TECH_ROLE | <input type="checkbox"/> WEBFOCUS – HUMAN RESOURCES

<input type="checkbox"/> VSU_APP_SUPPORT_ROLE
<input type="checkbox"/> VSU_APA_QUERY_ROLE |
|---|---|---|

Signature of Human Resources Security Manager

Date

ADMISSIONS ROLES:

- | | | |
|---|---|--|
| <input type="checkbox"/> VSU_ADM_CONTED_PROCESSING_ROLE
<input type="checkbox"/> VSU_ADM_DUAL_ENROLLMENT_ROLE
<input type="checkbox"/> VSU_ADM_FIN_AID_ROLE
<input type="checkbox"/> VSU_ADM_FRADM_REGISTRAR_ROLE
<input type="checkbox"/> VSU_ADM_GRADM_REGISTRAR_ROLE
<input type="checkbox"/> VSU_ADM_OTHER_ROLE
<input type="checkbox"/> VSU_ADM_PROCESSING_ROLE
<input type="checkbox"/> VSU_ADM_PROCESSING_JOBS_ROLE | <input type="checkbox"/> VSU_ADM_INQUIRY_ROLE
<input type="checkbox"/> VSU_ADM_RECRUITER_MATCH_ROLE
<input type="checkbox"/> VSU_ADM_ST_ACCTS_ROLE
<input type="checkbox"/> VSU_ADM_SUPER_CTRL_ROLE
<input type="checkbox"/> VSU_ADM_TRADM_REGISTRAR_ROLE
<input type="checkbox"/> VSU_ADM_TR_ARTIC_ROLE
<input type="checkbox"/> VSU_ADM_VALIDATION_ROLE
<input type="checkbox"/> VSU_ADM_WEB_CRTL_ROLE | <input type="checkbox"/> WEBFOCUS – ADMISSIONS

<input type="checkbox"/> VSU_APP_SUPPORT_ROLE
<input type="checkbox"/> VSU_APA_QUERY_ROLE |
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Signature of Admissions Security Manager

Date

Signature of Grad Admissions Security Manager

Date

APPLICANT INFORMATION (PRINT CLEARLY)

FULL NAME (LAST, FIRST, MIDDLE INITIAL)	VSU ID (BANNER V#)
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STUDENT ROLES:

<input type="checkbox"/> VSU_ST_ADMIN_ASSIST_I_ROLE <input type="checkbox"/> VSU_ST_ADMIN_STAFF_ROLE <input type="checkbox"/> VSU_ST_ADVISORS_MGR_ROLE <input type="checkbox"/> VSU_ST_ADVISORS_ROLE <input type="checkbox"/> VSU_ST_ADVISORS_ROLE_II <input type="checkbox"/> VSU_ST_ATHLETIC_ROLE <input type="checkbox"/> VSU_ST_CONTED_ROLE <input type="checkbox"/> VSU_ST_COORD_BASE_ROLE <input type="checkbox"/> VSU_ST_CRSE_MAINT_ROLE <input type="checkbox"/> VSU_ST_EDUC_ROLE <input type="checkbox"/> VSU_ST_ENROLL_ASSIST_I_ROLE <input type="checkbox"/> VSU_ST_ENROLL_COORD_I_ROLE <input type="checkbox"/> VSU_ST_FACULTY_ROLE <input type="checkbox"/> VSU_ST_FAC_ADVISORS_ROLE	<input type="checkbox"/> VSU_ST_GRAD_ASSIST_I_ROLE <input type="checkbox"/> VSU_ST_HOLD_ROLE <input type="checkbox"/> VSU_ST_HOUSING_ADMIN_ROLE <input type="checkbox"/> VSU_ST_HOUSING_RE_ROLE <input type="checkbox"/> VSU_ST_MANAGEMENT_ROLE <input type="checkbox"/> VSU_ST_PIE_ADMIN_ASSIST_ROLE <input type="checkbox"/> VSU_ST_PIE_IR_DIRECTOR_ROLE <input type="checkbox"/> VSU_ST_PIE_POLICY_ANALYST_ROLE <input type="checkbox"/> VSU_ST_PIE_TECH_ROLE <input type="checkbox"/> VSU_ST_PROVOST_ROLE <input type="checkbox"/> VSU_ST_QUERY_ROLE <input type="checkbox"/> VSU_ST_REGISTRATION_ROLE <input type="checkbox"/> VSU_ST_TRANS_ASSIST_I_ROLE <input type="checkbox"/> VSU_ST_TRANS_COORD_I_ROLE <input type="checkbox"/> VSU_ST_VET_INTL_ROLE	<input type="checkbox"/> SELF-SERVICE ONLY <input type="checkbox"/> WEBFOCUS – STUDENT <input type="checkbox"/> VSU_APP_SUPPORT_ROLE <input type="checkbox"/> VSU_APA_QUERY_ROLE
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Signature of Student Security Manager(s)	Date
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FINANCIAL AID ROLES:

<input type="checkbox"/> VSU_FA_SUPPORT_ROLE <input type="checkbox"/> VSU_FA_MANAGEMENT_ROLE	<input type="checkbox"/> VSU_FA_INQUIRY_ROLE <input type="checkbox"/> VSU_APP_SUPPORT_ROLE <input type="checkbox"/> VSU_APA_QUERY_ROLE	<input type="checkbox"/> WEBFOCUS – FINANCIAL AID
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Signature of Financial Aid Security Manager	Date
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FULL NAME (LAST, FIRST, MIDDLE INITIAL)	VSU ID (BANNER V#)
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ADVANCEMENT ROLES:

<input type="checkbox"/> VSU_AV_ADVANCEMENT_ROLE <input type="checkbox"/> VSU_AV_CONS_MAINT_ROLE <input type="checkbox"/> VSU_AV_CONS_QUERY_ROLE <input type="checkbox"/> VSU_AV_GIFT_MAINT_ROLE <input type="checkbox"/> VSU_AV_GIFT_QUERY_ROLE	<input type="checkbox"/> VSU_AV_PROSPECT_MAINT_ROLE <input type="checkbox"/> VSU_AV_PROSPECT_QUERY_ROLE <input type="checkbox"/> VSU_AV_REPORTS_MAINT_ROLE <input type="checkbox"/> VSU_AV_REPORTS_QUERY_ROLE <input type="checkbox"/> VSU_AV_SLFSVC_ROLE	<input type="checkbox"/> VSU_AV_SOL_ORG_MAINT_ROLE <input type="checkbox"/> VSU_AV_SOL_ORG_QUERY_ROLE <input type="checkbox"/> VSU_AV_SUPERUSER_ROLE <input type="checkbox"/> VSU_APP_SUPPORT_ROLE <input type="checkbox"/> VSU_APA_QUERY_ROLE
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Signature of Advancement Security Manager(s)	Date
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VSU TECHNOLOGY SERVICES USE ONLY

Type of Account	Action	Date	Completed by
Email			
VSU Network (AD)			
Banner Self-Service			
Banner INB			
WebFocus			
E-PRINT			

VSU Technology Services Security Identifier Form

Name: _____

Department: _____

Telephone Number: _____

Before an IT Service Desk representative or Technology Services staff member can reset your password or unlock your account, you will be asked to provide your security identifier information.

Please provide an answer for two of the questions listed below:

Name of first school attended? _____

Make and model of your first car? _____

Name of your favorite teacher? _____

Signature: _____

Please submit your security identifier information to VSU Technology Services by hand-carrying this form to Johnston Memorial Library, Room B45. You must bring a valid photo identification card to submit this information.