Banner/DSD Student Information Access Request

Name: _____ _____ _____
First Name MI Last Name

UA ID #: _____ Department: _____

Work Phone: _____ E-Mail: _____ Banner Username: _____

☐ ***This is my first SI request or I have moved to a new job.*** Mark all items that apply to your job responsibilities.
☐ ***This is a request to add to my current SI access.*** Mark the new items to which you need access.

☐ Use the DSD Web Queries (QMenu/QAdhoc) to get student data reports such as address labels, class lists, fee reports, and schedule reports. *This is separate from Banner access, but will be granted automatically if similar Banner access is requested.* (user_web_siuser_cls)

☐ View general student information without academic history (see below): addresses, phone numbers, majors, degrees sought, schedules, fees owed, etc. Information can be given to students in person, not by phone. (si_reg_counter_cls)

☐ View general student information (see above), plus academic history: grades, GPA's, completed classes, transferred classes, admission and graduation status. Printing transcripts is *not* included. (si_advisor_cls)

☐ View/print unofficial transcripts. (si_unoff_transc_cls)

☐ View/print class rosters and other reports (admissions, prerequisites, schedules, enrollment statistics, enrolled majors, graduation, etc.) for myself or my departments. (si_misc_dept_cls)

☐ Identify groups of students such as my department's majors, students who have a certain GPA, etc.; and view/print phone lists, mailing labels, prerequisite reports, registration activity reports, student schedules, transcripts, etc. with information about those students. (misc_letgen_dept_cls + si_misc_dept_cls)

☐ Give students approval to register for my department's restricted or full classes. (si_approval_cls)

☐ Assign advisors to students. (si_add_advisor_cls)

☐ I am an academic advisor, or assist academic advisors, and need to release ADVISING REQUIRED holds. (si_hold_cls)

✱These four items require **two approval signatures**, from the user's supervisor and from a department chairperson, associate dean, dean or director. These signatures must be from different people, and users cannot approve their own requests.

☐ **View, add and change** advising appointment data. (si_supp_svcs_adv_cls)

☐ View **but not add or change** advising appointment data. (si_supp_svcs_view_adv_cls)

☐ **View, add and change** advising comments. *Not granted to student employees.* (si_supp_svcs_comment_cls)

☐ View **but not add or change** advising comments. *Not granted to student employees.* (si_supp_svcs_view_comment_cls)

List or describe any other student information access needs:

All marked items are related to my job responsibilities within UAA or its extended campuses.

User: sign after printing.

_____ _____ _____
User Signature Job Title Date

I have reviewed and approve all the items requested above. The access is required for the employee's job in our department.

Supervisor: sign after printing.

_____ _____ _____ _____
Supervisor Signature Printed Name Job Title Date

Additional approver: sign after printing.

_____ _____ _____ _____
✱ Chair/Assoc. Dean/Dean/Dir. Signature Printed Name Job Title Date

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