

REQUEST FOR GENERAL PERSON MAINTENANCE ACCESS

EMPLOYEE NAME _____

POSITION/TITLE _____

DEPARTMENT _____ BANNER LOGIN _____

BOARD APPOINTED TEMPORARY*

*Access for Temporary employees is granted for special cases only. Temporary employees must have sponsorship from the general person training organizer from their module; the training organizer is responsible for this user. General Person access for temporary employees is limited to a four-month period at which time renewal will be reviewed. The training organizer is responsible for notifying the General Person Coordinator immediately if a temporary employee leaves the department or job duties are altered.

TRAINING CONFIRMATION

I certify that this employee has been trained on data entry standards and/or proper record creation procedures and that the employee has been provided a copy of the General Person Manual for reference. My signature also serves as verification that this employee requires General Person access to perform the duties of their position. This employee is is not responsible for generating new records.

TRAINER SIGNATURE

DATE

TRAINING ORGANIZER (IF NOT TRAINER)

DATE

GENERAL PERSON COORDINATOR USE ONLY

ACCESS GRANTED _____
DATE

*TEMPORARY EMPLOYEE EXPIRATION DATE _____

ACCESS DENIED _____
DATE

ACCESS REMOVED _____
DATE

GORCMUS SOURCE _____

SECURITY CLASS _____

GOAMTCH ACCESS YES NO