

Administrative Computing Request Form

Information Technology Services

INSTRUCTIONS: Use this form to apply for a Redwood computer account and/or to apply for Banner access. Return the form to the ITS Receptionist in the Information Services Building when completed, with all the required signatures.

Part A: To be completed by all applicants

Andrews ID _____

Username _____

First Name _____

Last Name _____

Part B: Application for Computer Access

Please read the following statements on computer usage policy and sign below.

Being granted access to administrative computing resources at Andrews University is a responsibility to be treated appropriately. Examples of inappropriate uses of a computer account include:

- **allowing others to use your account** - this is a **serious** violation of standard security practices
- using computer accounts other than those assigned to you
- attempting to gain unauthorized access to data, computer accounts, or computer systems
- harassing other users through electronic communication

I have read the above statements and agree to abide by the principles it outlines.

Applicant Signature _____ Date _____

Electronic signature can be submitted here: <https://banner.andrews.edu/BannerExtensibility/customPage/page/gyagree>

An Email will be sent to you when your Banner Account is ready.

Part C: Application for Banner Access

Check all Banner products needed to perform your job duties. **The person authorized to sign for each Banner product will assign the appropriate classes or objects.**

Product	Authorized Signature	Classes or Objects
<input type="radio"/> Student	_____ Registrar	_____
<input type="radio"/> Accounts Receivable	_____ Dir. of Student Financial Services	_____
<input type="radio"/> Finance	_____ Chief Accountant	_____
<input type="radio"/> Human Resources	_____ Dir. of Human Resources	_____
<input type="radio"/> Alumni/Development	_____ Dir. of Alumni/Dir. of Development	_____
<input type="radio"/> Financial Aid	_____ Dir. of Student Financial Services	_____
<input type="radio"/> Redwood Menu	_____	_____ Requested User Menu to copy

Department Name _____ ORGN _____

Dept Head/Chair/Admin Signature _____ Date _____

Dept Head/Chair/Admin ID Number _____

For ITS Use Only

Date Processed _____

Comments _____
