



Instructions: The Office of the University Registrar receives access requests for review and processing. Only original signed forms submitted with an identifiable Dean or Department Head are accepted. Only the Academic Dean or a Department Head responsible for the academic program are acceptable signatories. (*Authorized signers and/or signatories that sign for HR, Finance, and similar functions are not acceptable as a means of approval.*)

When submitting your form be aware that you must have successfully completed the online FERPA Training for your request to be processed. If you have not, you will be asked to complete the online training in CANVAS prior to your request being approved and processed.

Employee Information			
Name		Employee Identification Number	
Employee PID		Do you have a BANNER Oracle ID?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Department Name			
Department Number		Office Phone Number	

Web Access (Hokie Spa)	
Advisor Menu	
Request to access the following major(s)	
Reason for requested access	
Instructor Menu	
Request to access the following major(s)	
Reason for requested access	

Note: Requests for grade change entry and signature authority must be made via the "Authorization for Grade Change" form.

Data Warehouse	
Request to access major and subject	
Reason for requested access	

Navigate (University Advising Platform)			
Advising Platform Access Requested	<input type="checkbox"/>	Have you received training on the advising platform?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Banner INB Access	
Note: All persons with BANNER access automatically receive <u>inquiry</u> access to Catalog and Time Table Forms.	
Registration	
Update	Inquiry
<input type="checkbox"/> Drop-Add <input type="checkbox"/> Force-Add Subjects: _____ <input type="checkbox"/> Override Maximum Hours Rule (Dean's Office Only) <input type="checkbox"/> Course Request <input type="checkbox"/> Registration Holds Hold Codes: _____	<input type="checkbox"/> Student Class Schedules <input type="checkbox"/> Class Rosters <input type="checkbox"/> Registration Holds
Reason for requested access	
Time Table	
Update	
<input type="checkbox"/> Department Scheduler Data	
Reason for requested access	



Teaching Load

Update

Teaching Load Data

Reason for requested access

Academic History

Update Inquiry

Grade Sheet Entry
 Grade Changes (must submit additional form)

Grades by Term
 Academic Standing (Enrollment History)
 Academic Standing
 Degree(s) Awarded/Application for Degree
 Transfer Credit

Reason for requested access

DARWIN

Update Inquiry

Enter Substitutions/Waivers/Exceptions

Review DARS Reports

Reason for requested access

Demographic

Update Inquiry

Address Changes
 Curriculum Changes (majors, minors, concentrations)
 Assign/Delete Advisors

Addresses
 Email Address(es)
 Name Look Up
 Residency/Campus
 Advisor

Reason for requested access

Additional Notes or Comments

Security of Data: Student Records are protected under the Family Educational Rights and Privacy Act of 1974. Students may not view their records without appropriate identification (University ID or Driver's License). University officials with a legitimate educational interest may view student records. University officials may not release student record data without written permission of the student.

Certification: You will be required to review the University's policy of release of student information during the training session.

I certify that I understand my responsibilities as an authorized user of the Banner Student Records System.

Signature

Approval Signature (Dean/Department Head only)

Dean/Department Head (**PRINT**)

Dean/Department Head (**SIGNATURE**) Date

Office of the University Registrar Use Only

Approved and Processed Date