



Personal Database Account/Application Database Account

The following information is required to process the request. Questions about the request process can be forwarded to: banneraccess@ucdavis.edu. Access will be granted one–two business days after you complete training.

How Do I Use This Form?

Use this Access Request form if you are requesting a personal database account or application database account to access the following based on the needs of your current staff, faculty, or administrative role at UC Davis.

Steps to Gain Access

1. E-mail banner-sa@ucdavis.edu with the following information:
 - A. Indicate the type of data view access is requested (Personal or Application)
 - B. Include the following in detail:
 - I. Describe why the requested access is needed
 - II. What data fields are required
 - III. Include what the department intends to do with the data
 - IV. How the data will be stored (i.e., campus CyberSafety policy)
 - V. What are the intended outcomes
 - C. You may be contacted by a member of the Banner IET team for clarification.
2. If the Banner IET team approves usage and access, an e-mail will be forwarded to the applicant.
3. Applicant then will need to follow the prerequisite information below (as needed). Please print the Access Request form, fill it out completely, and return it with appropriate signatures along with a copy of the Banner IET team approval e-mail to the Access Coordinator, Office of the University Registrar; banneraccess@ucdavis.edu.
4. If the applicant has not attended a Banner training class previously, the applicant will be automatically enrolled in the next available Banner Training class after we receive and process your request. Banner training class schedule information is available at <https://confluence.ucdavis.edu/confluence/display/BANNER/Introduction+to+Banner>. The Banner trainer will send you an e-mail with further details approximately two weeks prior to the class.

Obtain Correct Prerequisites (Completed by Applicant)

BEFORE completing this form, please verify that you have obtained the following:

Personal Account:

- UC Davis Login ID
- DES Security Token (only for third-party accounts; not required for application accounts)

Application Account:

- Departments create unique login id for application accounts

If you **do not** have one or more of these items, see below to obtain each item before proceeding. Review the information below to determine how to obtain each of these items:

To obtain your UC Davis LoginID and Kerberos Password, go to <https://computingaccounts.ucdavis.edu/>.

To obtain your DES Security Token:

1. You must have your UC Davis LoginID to purchase a security token
2. Complete a purchase order form, requesting the required number of tokens and the description "DES Card(s)." The cost of the token is currently \$74.00, but may change at anytime without notice.
3. Indicate the UC Davis LoginID of the person who will be using the token on the purchase order form.
4. Specify Yes or No for department pickup; the UC Davis Bookstore/Computer Shop can send the token(s) via campus mail or contact you for pickup.
5. You may walk, fax (530) 752-4791, or send the purchase order to the UC Davis Bookstore/Computer Shop.



Personal Information (Completed by Applicant)

Please Type or Print. **Note:** All personal information, including the UC Davis LoginID and PPS Department Code are required to process the request.

Name (Last, First, Middle Initial) _____ Employee ID # _____

Full Dept. Name _____ Title _____

Campus Phone _____ E-mail _____ UC Davis LoginID _____

Status: New Name Change—previous name _____

Transfer Account from Another Department User _____

Indicate Access Information (Completed by Applicant)

Please attach a printed copy of e-mail correspondence with the Banner IET team.

DES Security Token Serial Number

_____ (6-7 character serial number, if required; see Obtain Correct Prerequisites, on previous page)

Read And Sign This Use And Confidentiality Disclosure Statement

With my signature below, I understand the provisions and guidelines of the Federal Family Educational Rights and Privacy Act (Buckley Amendment) and pertinent provisions of the California Education Code that protect student records. I also acknowledge and understand UC Davis' Human Subjects Review Committee criteria (<http://research.ucdavis.edu/home.cfm?id=OVC,1>) for contacting UC Davis students with surveys, questionnaires, requests for information, etc. and understand all such requests must be approved in advance by the Human Subjects Review Committee. I have an understanding that the policy and procedures used at UC Davis when using Banner data or when using any student record are stated in the Policy & Procedures Manual, section 320-21, and understand and agree that my access constitutes a second priority use of the Banner system and that, as such, I may at times be unable to use the system or may have a session terminated due to system operation degradation. I also understand that compliance with campus data security policies is required and by virtue of accessing this data, I agree that all systems that utilize and/or store data transmitted from Banner are in compliance. I have read and understand the above guidelines for the use of Banner, and further understand and agree to abide by the confidentiality and security regulations pertaining to the use of the Banner system data.

Applicant's Signature _____ Date _____

Department Authorization

With my signature below, I authorize as the supervisor and department chair of this employee this Banner access request to be used in accordance with this employee's stated job description and duties, and will be responsible for ensuring this employee understands all applicable Banner and institutional policies and procedures.

Supervisor's Name _____ Phone _____ E-mail _____

Supervisor's Signature _____ Date _____

Dept Chair's Name _____ Phone _____ E-mail _____

Dept Chair's Signature _____ Date _____

**Send original completed form with attachments to:
Access Coordinator; Office of the University Registrar**

For Official Use Only		
UC Davis Login	MothralD	Group

For Official Use Only		
<input type="checkbox"/> PROD	<input type="checkbox"/> DEV	<input type="checkbox"/> RBAN
<input type="checkbox"/> TEST	<input type="checkbox"/> OTHER	<input type="checkbox"/> BQRY
PROCESSED _____		<input type="checkbox"/> BDEV
TRAINING _____		
FORMS _____		