BDM Document Management User Authorization Form

This form is to gain access to the Banner Document Management. This form is completed by the employee needing access and approved by their supervisor and then sent to the security administrator of the area of the BDM access is desired. Please submit the completed form to Box 5076 for access to the Financial Aid Application, Box 5037 for Finance, Box 5132 for Human Resources, Admissions@tntech.edu for Admissions, and Box 5026 for Student.

☐ **Initial Authorization** ☐ **Update**

☐ **De-authorization**

1. Banner User Identification

Please Print

Last Name:

First Name: M.I

Phone:

Banner T#:

TTU Email

1b. I will use this account in accordance with the Code of Computing Practice (http://www.tntech.edu/itspolicies/codeofcomputing/) and the FERPA policy (http:/ /www.tntech.edu/records/ferpa/).

User Signature: Date

Banner User Name

Manager security is only for the application administrator within the functional office. **User** security is only for the functional office users scanning or loading documents into the application. **View** security is only for the functional office users viewing documents from the application.

Application		Managers	Users	View	Other
ADMIN Admissions	(B-S-ADMN)				
ADV Advancement	(T-A-GIFT)				
	(T-A-MATCH)				
Archive Grade Rosters	(T-S-SECT)				
Archive Transcripts	(T-S-TRANS)				
Authorization Forms	(B-G-ID)				
Banner Student Course/ID	(B-S-CRSE)				
Banner Student Degree	(B-S-DGRE)				
Banner Student	(B-S-ID)				
Banner Catalog/Course Section	(B-S-SECT)				
Banner Student Course/ID	(B-S-CRSE)				
Eagle Card Common	(T-EC-ID)				
Eagle Card Docs	(T-EC-DOCS)				
FA Financial Aid	(B-R-ID)				
	(B-R-TREQ)				
Faculty Load	(T-S-FAC)				
FIN Finance	(B-F-DOCS)				
	(B-F-GRNT)				
	(B-F-ID)				
	(B-F-PROP)				
Finance Loans	(T-F-LOAN)				
HR Human Resources	(B-H-APPL)				
	(B-H-EMPL)				
	(B-H-FLAC)				
	(B-H-ID)				
	(B-H-POSN)				
International Office	(T-I-FAC)				
	(T-I-IMMG)				
Pre-Banner Grade Roster	(T-S-SECT)				

Pre-Banner Graduation (T-S-GRAD)	☐	☐	☐	
Student Affairs Common (T-S-ID)	☐	☐	☐	
Student Affairs Mail (T-S-MAIL)	☐	☐	☐	

User Signature	Date
Supervisor Signature	Date
Application Owner Signature	Date
ITS Operations Signature	Date
Assoc. Vice-President, ITS Signature	Date