



**BANNER ACCESS FORM
VIA
ETRIEVE WORKFLOW

INSTRUCTIONS**

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Overview

The Banner Access Request Form is used to request, modify, or remove access to Banner Student systems.

Requests may be submitted by a University employee on behalf of themselves or another employee.

Workflow proceeds as follows:

1. The Originator submits the Access Request Form on behalf of a User. The Originator can also be the User.
2. The User reviews and acknowledges the FERPA statement. If the Originator is also the User, the FERPA acknowledgment is completed as part of the initial submission.
3. The Approver is a supervisor of the User who reviews and approves or denies the request.
4. The Registrar's Office reviews, modifies as needed, and provides the final approval of the request.
5. A notification email is sent to the Originator after Registrar's Office review is complete.
6. Data Management implements the approved access.
7. The approved request is retained according to Registrar's Office records procedures.

Contact: Reg_Security@memphis.edu

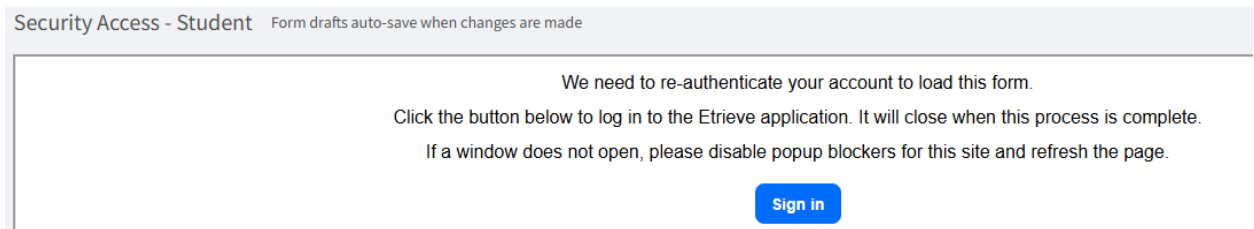
Banner Access Request Form Location

The Banner Access Request Form is available through Etrieve/Softdocs.

Option 1: Registrar Forms Page

Navigate directly to the Registrar's Forms page:
<https://memphis.etrieve.cloud/central/forms/567>

1. You may be routed to this page:



2. during your first log-in.
3. Just click sign in

Select **Security Access: Student**.

Option 2: Etrieve

4. Sign in to Etrieve: <https://memphis.etrieve.cloud/central/submissions>
5. Select the **Forms** tab.
6. Scroll to the **Student** section.
7. Select **Security Access - Student**.

Submissions

Forms

Search

Sibling Loss Study Consent Form

Space Planning ▼

Request for Space Change Form

Student ▼

FERPA Eligibility Release

Security Access - Student

Figure 1: Etrieve Forms List with Security Access - Student

Originator: Complete the form



Security Access: Student

Originator:

Originator Email:

Originator Phone:

Individual Requiring Access

Please enter the ID:

Oracle ID	Banner ID	UUID	Name

FERPA Completion Date:

Figure 2: Form screen for Originator

Originator Information Section

1. When the form opens, the Originator's information is populated automatically.
2. Verify that your name and email address are correct.
3. Enter your phone number if additional contact information is needed.

The Individual Requiring Access (User) Section

1. Enter the User's UID or UUID and press tab or enter.
 - If you are requesting access for yourself, enter your own UID or UUID.
2. User information will populate automatically.
3. Verify that the displayed information belongs to the correct User.

FERPA Requirement

Users must complete FERPA training before Banner access can be requested.

If FERPA training has not been completed:

- The User's FERPA completion date will not be displayed.
- The request cannot be submitted.
- The Originator should notify the User to complete FERPA training.

After FERPA training is complete, submit a new Banner Access Request Form.

Position Information

Position		
Position Title	Department	Work Number
Web Specialist II	20600-Registrar Office	901-678-5239
✓ Approvers loaded — please make a selection.		
Approver	Email	

Figure 3: Contract Employee Approver Selection

Sponsored Account		
Sponsored Account Reason	Begin Date	End Date
State Audit ▼	05-18-2026	05-17-2027
Sponsored By	Email	
Crystal Givens	cgivens4@memphis.edu	
Provide the full name and university email address of the individual authorized to approve this access request.		
Approver	Email	

Figure 4: Sponsored Account Approver Selection

The User's current contract or sponsored account information is displayed automatically.

Note: Please be patient. There is often a delay while the system retrieves position information and approver list.

If the User does not have an active contract or sponsored account, a message will appear saying that "No employee or sponsored account information found."

- A new request must be submitted after the appointment becomes active.

Indicate an Approver

- If the User has a **contract**, select an Approver from the dropdown list.
 - The list includes the User's supervisor and other authorized department personnel who may approve Banner access requests.
 - The Approver's email address populates automatically.
- If the User has a **sponsored account**, type in a qualified Approver's name and email address.

Security Options Section



The screenshot shows a web form titled "Security Options" in a blue header bar. Below the header, there are two dropdown menus. The first dropdown is labeled "Do you need to Add or Remove security access?" and has a downward arrow icon. The second dropdown is labeled "Security access is needed for which environment? (Production or Test)" and also has a downward arrow icon. The form is separated from the rest of the page by a horizontal line.

Figure 5: Security Options Section

Select request type

Select **Add** to request new access.

Select **Remove** when:

- An employee no longer requires access because of a position change.
- A sponsored account has ended.
- Temporary access is no longer required.

Note: Banner access associated with expired contracts is removed automatically.

Choose a Banner environment of **Production**, **Test**, or **Both**.

Select **Both** unless you have a special circumstance.

Security Roles Section

The screenshot shows a web form titled "Security Options" with a dark blue header. Below the header, there are two dropdown menus: "Do you need to Add or Remove security access?" with "Add" selected, and "Security access is needed for which environment? (Production or Test)" with "Production & Test" selected. A section titled "Security Roles:" is highlighted with a light pink background. Inside this section, there is a "Select a Role:" label above a dropdown menu showing "Department Chair/Dean". Below this, the "Additional Access:" section contains five checkboxes: "Advisor Tab" (checked), "UMDegree - Advisors Only" (unchecked), "OnBase (RO Matrix) - Advisors" (unchecked), "UMDegree - General Access" (checked), and "Student Success Dashboard" (unchecked). "Modify Stu Hold Code" is also present but unchecked. At the bottom of the "Security Roles:" section is a "Comments/Instructions:" label above a large text area.

Figure 6: Security Role selection section

1. Select a Role

- Select the User's position type from the dropdown menu.

Standard Banner access is assigned based on the selected role. See **Appendix A: Standard Banner Security Roles and Access** for more information.

- If no standard role applies:
 - Select **Other** and include the required access in the Comments section, or
 - Select the closest matching role and document additions or removals in the Comments section. See **Appendices A and B** for more information.
 - Screen names may be provided if the specific security objects are unknown.
 - Include whether access needed is view or modify.

2. Additional Access

Checkboxes for common supplemental access requests are optional.

When **Modify Student Hold Codes** is selected, a prompt will appear asking for specific hold code(s) (for example: GP, B4).

Note: Some hold codes are standard in a role. See **Appendix A: Standard Banner Security Roles and Access** for standard access given for each role.³
Comments/Instructions:

Write any notes in the box for the Registrar's Office to consider when giving access – including any extra or non-standard access needed.

- Select the Submit button on the bottom right of the page.

Comments and Instructions

Use the Comments field to provide:

- Additional access requirements
- Non-standard access requests
- Clarifying notes for the Registrar's Office

When the Originator is the User

If the Originator is also the User, the User will be shown the FERPA rules and asked to acknowledge that they will abide by them.

- Check the box for acknowledgement.

Select the Submit button at the bottom right of the page.

User: Acknowledge FERPA rules

TEST Security Access - Student ✓ Draft saved

Individual Requiring Security Access Acknowledgement

- Federal regulations require the protection of student academic records. The Family Educational Rights and Privacy Act (FERPA) applies to all educational institutions receiving funding from the Department of Education. Non-compliance may result in the revocation of the University's federally awarded financial aid funding.
- As an employee or agent of the University of Memphis, I acknowledge that I must handle all data and materials professionally and confidentially. I agree that I will not disclose or cause to be disclosed any confidential information obtained during my employment. This includes, but is not limited to, student records to which I have access.
- I certify that I am aware of University Policy/Procedure AA3022, "Privacy of Education Records," which addresses the confidentiality of student records, the improper release of information, and the improper alteration or destruction of student records. I understand that I am responsible for reading and complying with all requirements of this procedure.
- I understand that it is my responsibility to protect the confidentiality of my password to the Administrative Computer System. Access to the Administrative Computer System and the Banner Student System application is for my exclusive use in fulfilling my responsibilities at the University of Memphis. This access is not to be shared with any other person. Additionally, information derived from the Banner Student System is not to be shared with others except in the course of authorized University business.
- I also understand that I may not modify my own record, a relative's record, or a co-worker's record, nor enter or delete any data outside the scope of my employment responsibilities.
- I am aware that any breach of confidentiality or abuse of my position, including but not limited to the alteration or destruction of records, may result in disciplinary action or termination of employment.

☐ By checking this box, I, **Holliday Ridge**, acknowledge that I understand and agree with the statements above.

Delete Draft Save + Add Attachment(s) Submit

Figure 7: FERPA Acknowledgement

When the Originator submits a request for Banner access, the User will receive an email.

1. Open the email notification.
2. Select the link to access the request.

Alternatively, log into Etrieve (see page 4 - Banner Access Request Form Location)

3. Review the FERPA acknowledgment statement.
4. Select the acknowledgment checkbox, in red in Figure 8.

or delete any data outside the scope of my employment responsibilities.

- I am aware that any breach of confidentiality or abuse of my position, including but not limited to the alteration or destruction of records, may result in disciplinary action or termination of employment.

☐ By checking this box, I, **Jessica Bromwell**, acknowledge that I understand and agree with the statements above.

An Equal Opportunity/Affirmative Action University

Revised: 05-02-2020 SAP: 47

Figure 8: User Acknowledgement check box.

5. Select **Submit** at the bottom right of the page.

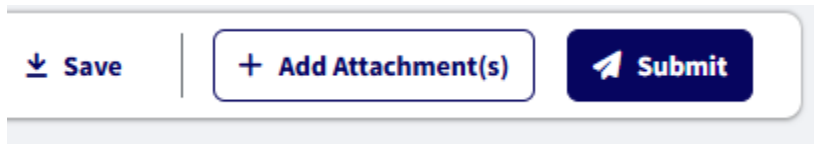


Figure 9: Submit button at bottom right.

Approver Review

The Approver receives an automated email notification when a request is submitted.

Signature Authority
Signature Authority Comments: As an authorized signatory for Accounts Receivable, I confirm that the individual requiring security access has experienced a change in responsibilities that necessitates the adjustment of their security access privileges as detailed in this form. ☐ By checking this box, I, , acknowledge that I understand and agree with the statements above.

Figure 10: Approver Review Screen in Etrieve

1. Open the request from the email notification.

Alternatively, log into Etrieve (see page 4 - Banner Access Request Form Location)

2. Review the requested Banner access.
3. Enter comments for the Security Officer, if necessary, including a justification if denying the request.
4. Select **Approve** or **Decline** at the bottom right of the page.

× Decline	✓ Approve
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Registrar's Office Processing

The email group Reg_Security@memphis.edu will receive an email to approve or deny the request.

1. Open the email notification.
2. Select the link to access the request.

Note: Alternatively, log into Etrieve (see page 4 - Banner Access Request Form Location)

The screenshot shows a form titled "Security Officer Use Only" in a blue header. Below the header are four text input fields and a dropdown menu. The first field, labeled "Existing Banner Security:", contains the text "UM_F_FINSUPPORT_C, UM_F_GENERAL_C, UM_G_GUIALTI_C". The second field, labeled "Banner Classes:", contains the text "UM_S_STUACC_C, UM_S_STUADMISSION_C, UM_S_STUREGISTRATION_C, UM_S_ADMANLYST_C, UM_S_ADMDATAENTRY_C, UM_S_ADMISSIONPARTNERS_C, UM_S_ADMRECPT_C, UM_S_GENERAL_C, UM_S_GUIALTI_C". The third field, labeled "Security Officer Comments:", contains the text "Last show section test.". The fourth field, labeled "Instructions for Helpdesk", contains the text "These instructions will be included only in the Helpdesk processing email.". Below these fields is a label "Is a Helpdesk Needed?" followed by a dropdown menu with the value "No" and a downward arrow.

Security Officer Use Only

Existing Banner Security:

UM_F_FINSUPPORT_C, UM_F_GENERAL_C, UM_G_GUIALTI_C

Banner Classes:

UM_S_STUACC_C, UM_S_STUADMISSION_C, UM_S_STUREGISTRATION_C, UM_S_ADMANLYST_C, UM_S_ADMDATAENTRY_C, UM_S_ADMISSIONPARTNERS_C, UM_S_ADMRECPT_C, UM_S_GENERAL_C, UM_S_GUIALTI_C

Security Officer Comments:

Last show section test.

Instructions for Helpdesk

These instructions will be included only in the Helpdesk processing email.

Is a Helpdesk Needed? No ▼

Figure 11: Security Officer Section

3. Review the Security Options (see Figure 6).
 - o Add or Remove access?
 - i. If Remove is requested, copy all Banner Classes that are in Existing Banner Security that begin UM_S_... or UM_G_... and paste in the Banner Classes box.
 - o Production or test environment?

- i. If anything other than 'Production and Test' is requested, read the comments for an explanation. If none is presented, consult with the Originator to determine their reason why.

Role Selected

- ii. Review their Position Title or Sponsored Account Reason to determine if they seem reasonably similar to the Role Selected. If you are in doubt, read the comments and contact the Originator for more information as necessary.
- iii. If 'other' is selected, review the Originator comments. Either the classes needed or the Banner Admin screens will be asked for.
 1. Add Class(es) to the Banner Classes box.
 2. Look up the screen names requested to find appropriate Banner Classes:
 - a. Argos/General/Security/GYOH003_B – Banner Access- Classes Objects. Run the Dashboard.
 - b. In the dashboard, Scroll down under Select Object(s) to the screen name.
 - c. Look at the "object/Role in the second box to determine which class to use based on Modify or View role.
 - d. Cross check that with the Select Class(es) list to make sure the other objects in the class are appropriate access to give.
 3. Add the chosen Object to the Banner Classes box on the form.

Additional Access checked

- iv. Advisor Tab.
 1. Go to SIAINST in Banner and add or update the current term to include the advisor check mark.
 - o Onbase (RO Matrix) – Advisors
 - o Go to <https://groups.memphis.edu/> and add UUID to group MATRIX-ROAdvising.
 - o Student Success Dashboard Go to <https://groups.memphis.edu/> and add UUID to group Argos-STU-StudentSuccessDashboard-RV.

- UMDegree – Advisors only
 - This access is included with
UM_S_STUFACULTYADVS_C
 - UMDegree – General Access – use either
 - UM_S_STUREGISTRATION_C or
 - UM_S_STUPROG_ACADREC_C
 - For only UMDegree access, use class
um_s_stuumdegreeasst_c
 - Modify Stu Hold Code – when this is checked, another box will open where the Originator will add the specific hold codes that the User may modify. Some hold codes are provided with the role code, visible at the end of the Banner Classes box.
4. Review any other Signature Authority Comments.
 5. Compare Existing Banner Security with Banner Classes.
 - i. Remove from Banner Classes any classes that already exist (delete UM_S_GUIALTI_C in *Figure 11* above).
 6. Select Approve.
 7. Answer **Helpdesk Needed (Yes/No)** to indicate whether IT needs to provide access.
 8. Optionally, add **comments** to clarify your decision or implementation notes for IT.
 9. Scroll to the bottom and **Approve**.

Data Management Processing

1. An email is created when a form is approved by the Security Officer who responds yes to 'Is Helpdesk Needed?'
2. The email is transferred to a TOPdesk ticket specifically sent to Data Management for implementation.
3. The email includes
 - a. User name and ID
 - b. Class codes to be added
 - c. Name and ID of approver
 - d. Any notes that the Registrar's Office makes about additional class codes to add.
4. A TOPdesk ticket notice is emailed to reg_security@memphis.edu when Data Management has completed their processing.

File Retention

Upon the Registrar's Office approval of the access, whether or not it is also sent to form a TOPdesk ticket, a copy of the completed form is sent to NAS.

The NAS storage area is secure and seen only by those who have access to the drive set up on their computer. There are some translation processes that are made before the .pdf of the form appears in the folder. This process is run overnight.

Phase II of this plan is to translate these files out of .pdf to a text document and save that to OnBase/Matrix with the rest of the previously imaged paper files.

Appendix A: Standard Banner Security Roles and Access

This appendix defines the standard Banner security access assigned to each role available on the Banner Access Request Form.

Unless otherwise noted, access is assigned in both Production and Test environments.

Academic Advisor (Excluding Faculty)

Provides access required for professional academic advisors who advise students, review academic records, and assist with registration activities.

Banner Classes

UM_S_GENERAL_C
UM_S_STUADMISSION_C
UM_S_STUADVSETUP_C
UM_S_STUBANRPT_C
UM_S_STUBIODEMO_C
UM_S_STUCRSE_SECTION_C
UM_S_STUDEPTADMIN_C
UM_S_STUEPRTREG_SCH_C
UM_S_STUFACULTYADVS_C
UM_S_STUFACULTYPERMIT_C
UM_S_STUMISC_C
UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C

Additional Access

Set Advising Flag on SIAINST.

Administrative Associate

Provides administrative support staff with access to student records and advising-related functions.

Banner Classes

UM_S_GENERAL_C
UM_S_STUBIODEMO_C
UM_S_STUFACULTYADVS_C
UM_S_STUDEPTADMIN_C
UM_S_STUBANRPT_C
UM_S_STUFACULTYPERMIT_C
UM_S_STUEPRTREG_SCH_C

UM_S_STUADMISSION_C
UM_S_STUADVSETUP_C
UM_S_STUCRSE_SECTION_C
UM_S_STUREGISTRATION_C
UM_S_STUPROG_ACADREC_C
UM_S_STUMISC_C

Additional Access

Set Advising Flag on SIAINST.

Athletic Academic Counselor

Supports advising and academic monitoring for student-athletes.

Banner Classes

UM_S_CAAS_C
UM_S_GENERAL_C
UM_S_STUADMISSION_C
UM_S_STUBIODEMO_C
UM_S_STUCRSE_SECTION_C
UM_S_STUFACULTYADVS_C
UM_S_STUMISC_C
UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C
UM_S_STUHOLD_C (Hold Code M1)

Additional Access

Set Advising Flag on SIAINST.
Argos-STU-AthleticAcademicServices_RV
Argos-STU-StudentSuccessDashboard_RV
MATRIX-ROAdvising

Athletic Compliance

Provides access needed to monitor and maintain NCAA compliance and student-athlete eligibility.

Banner Classes

UM_S_CAAS_C
UM_S_GENERAL_C
UM_S_GENJOBSUB_C
UM_S_GENLETTERS_C
UM_S_GENPOPSEL_C
UM_S_GENQUIKFL_C

UM_S_GLOBALMISC_C
UM_S_REGNCAACOMP_C
UM_S_REGDEGENTRY_C
UM_S_REGGRADAPP_C
UM_S_STUADMISSION_C
UM_S_STUADVSSETUP_C
UM_S_STUASRADM_C
UM_S_STUATHLETICCOMPLIANCE_C
UM_S_STUBANRPT_C
UM_S_STUBIODEMO_C
UM_S_STUCRSE_SECTION_C
UM_S_STUDEPTADMIN_C
UM_S_STUEPRTREG_SCH_C
UM_S_STUMISC_C
UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C
UM_S_STUSUCCESSTEAMPROJEP_C
UM_S_STUHOLD_C (Hold Code M1)

Additional Access

Argos-STU-AthleticAcademicServices_RV
Argos-STU-StudentSuccessDashboard_RV
MATRIX-ROAdvising

Auditor

Provides limited inquiry access for audit and review functions.

Banner Classes

UM_S_GENERAL_C
UM_S_REGQRYALL_C
UM_S_STUMISC_C
UM_S_STUPROG_ACADREC_C

Department Chair / Dean

Provides oversight access for academic leadership positions.

Banner Classes

UM_S_GENERAL_C
UM_S_STUBIODEMO_C
UM_S_STUFACULTYADVS_C
UM_S_STUDEPTADMIN_C
UM_S_STUBANRPT_C

UM_S_STUFACULTYPERMIT_C
UM_S_STUEPRTREG_SCH_C
UM_S_STUADMISSION_C
UM_S_STUADVSSETUP_C
UM_S_STUCRSE_SECTION_C
UM_S_STUREGISTRATION_C
UM_S_STUPROG_ACADREC_C
UM_S_STUMISC_C

Additional Access

Set Advising Flag on SIAINST.

Disability Office Employee

Provides access needed to support disability accommodations and student services.

Banner Classes

UM_S_GENERAL_C
UM_S_STUBIODEMO_C
UM_S_STUADMISSION_C
UM_S_STUCRSE_SECTION_C
UM_S_STUREGISTRATION_C
UM_S_STUPROG_ACADREC_C
UM_S_STUMISC_C
UM_S_SDS_C

Additional Access

Set Advising Flag on SIAINST.

Notify Melissa Ramage when UM_S_SDS_C is assigned.

Faculty Advisor

Provides advising access for faculty members assigned academic advising responsibilities.

Banner Classes

UM_S_GENERAL_C
UM_S_STUADMISSION_C
UM_S_STUBANRPT_C
UM_S_STUBIODEMO_C
UM_S_STUCRSE_SECTION_C
UM_S_STUFACULTYADVS_C
UM_S_STUMISC_C

UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C

Additional Access

Set Advising Flag on SIAINST.
Argos-STU-StudentSuccessDashboard-RV
MATRIX-ROAdvising

Faculty with Administrative Duties

Provides expanded administrative access for faculty serving in department leadership roles.

Banner Classes

UM_S_GENERAL_C
UM_S_STUADMISSION_C
UM_S_STUADVSETUP_C
UM_S_STUBANRPT_C
UM_S_STUBIODEMO_C
UM_S_STUCRSE_SECTION_C
UM_S_STUDEPTADMIN_C
UM_S_STUEPRTREG_SCH_C
UM_S_STUFACULTYADVS_C
UM_S_STUFACULTYPERMIT_C
UM_S_STUMISC_C
UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C

Additional Access

Set Advising Flag on SIAINST.

Graduation Analyst

Supports degree audits, graduation review, and graduation processing.

Banner Classes

UM_S_GENERAL_C
UM_S_STUBIODEMO_C
UM_S_STUFACULTYADVS_C
UM_S_STUDEPTADMIN_C
UM_S_STUBANRPT_C

UM_S_STUADMISSION_C
UM_S_STUADVSETUP_C
UM_S_STUCRSE_SECTION_C
UM_S_STUREGISTRATION_C
UM_S_STUPROG_ACADREC_C
UM_S_STUMISC_C
UM_S_REGDEGENTRY_C

Health Care Center

Provides access required for Student Health Center operations.

Banner Classes

UM_S_GENERAL_C
UM_S_STUBIODEMO_C
UM_S_STUCRSE_SECTION_C
UM_S_STUHEALTHCNR_C
UM_S_STUMISC_C
UM_S_STUREGISTRATION_C
UM_S_STUHOLD_C

Hold Codes

H1, H2, H3, H4, H5

Additional Access

Set Advising Flag on SIAINST.
Argos-STU-AcadCurrChange-RV
Argos-STU-StudentSuccessDashboard-RV
Argos-STU-GraduationAnalysts-RV

Housing and Residence Life

Supports student housing and residence life functions.

Banner Classes

UM_S_GENERAL_C
UM_S_STUADMISSION_C
UM_S_STUBIODEMO_C
UM_S_STUMISC_C
UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C
UM_S_STURES LIFE_C

International Programs Employee

Supports international student advising and compliance activities.

Banner Classes

UM_S_GENERAL_C
UM_S_INTLPROG_C
UM_S_STUADMISSION_C
UM_S_STUBIODEMO_C
UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C
UM_S_STUHOLD_C

Hold Codes

I1, I2, I3, I4, I5

Additional Access

Set Advising Flag on SIAINST.

LSP

Supports hardware and software installation and troubleshooting.

Banner Classes

UM_S_GENERAL_C
UM_S_STULSP_C

Nursing Academic Services Coordinator

Supports advising and administrative services within the College of Nursing.

Banner Classes

UM_S_GENERAL_C
UM_S_STUADMISSION_C
UM_S_STUBANRPT_C
UM_S_STUBIODEMO_C
UM_S_STUCOMMENTS_C
UM_S_STUCRSE_SECTION_C
UM_S_STUDEPTADMIN_C
UM_S_STUEPRTREG_SCH_C
UM_S_STUFACULTYADVS_C
UM_S_STUFACULTYPERMIT_C
UM_S_STUMISC_C

UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C
UM_S_STUNURSINGTLS_C

Police Services

Provides access required for University Police Services.

Banner Classes

UM_S_GENERAL_C
UM_S_STUPOLICE_C

Additional Access

UM_S_STUPOLADM_C when SHACRSE access is required.

Student Worker – Registrar's Office

Provides limited student and registration inquiry access for Registrar's Office student employees.

Banner Classes

UM_S_GENERAL_C
UM_S_STUBIODEMO_C
UM_S_STUADMISSION_C
UM_S_STUCRSE_SECTION_C
UM_S_STUREGISTRATION_C
UM_S_STUPROG_ACADREC_C
UM_S_STUMISC_C
UM_S_REGTRANSCRIPTSSW_C
UM_G_GUIALTI_C
UM_S_REGSFSCOUNTER_C

Additional Access

MATRIX-ROAdvising

Student Worker or Non-Teaching Graduate Student Worker

Provides limited student access appropriate for temporary student employees.

Banner Classes

UM_S_GENERAL_C

UM_S_STUBIODEMO_C
UM_S_STUADMISSION_C
UM_S_STUCRSE_SECTION_C
UM_S_STUREGISTRATION_C
UM_S_STUPROG_ACADREC_C
UM_S_STUMISC_C

Undergraduate Admissions – Administrative Staff

Supports admissions processing and administrative operations.

Banner Classes

UM_S_STUACC_C
UM_S_STUADMISSION_C
UM_S_STUREGISTRATION_C
UM_S_ADMANLYST_C
UM_S_ADMDATAENTRY_C
UM_S_ADMRECPT_C
UM_S_GENERAL_C
UM_S_GUIALTI_C

Additional Access

Argos-STU-StudentSuccessDashboard-RV
MATRIX-ROAdvising

Undergraduate Admissions – Counselor / Recruiter

Supports student recruitment, admissions counseling, and outreach.

Banner Classes

UM_S_GENERAL_C
UM_S_STUADMISSION_C
UM_S_STUBIODEMO_C
UM_S_STUCRSE_SECTION_C
UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C
UM_S_ADMANLYST_C
UM_S_ADMDATAENTRY_C
UM_S_ADMRECPT_C

Additional Access

Set Advising Flag on SIAINST.
Argos-STU-StudentSuccessDashboard-RV
MATRIX-ROAdvising

Undergraduate Admissions – Student Worker

Provides limited admissions access for student employees.

Banner Classes

UM_S_GENERAL_C
UM_S_STUBIODEMO_C
UM_S_STUADMISSION_C
UM_S_STUREGISTRATION_C
UM_S_STUPROG_ACADREC_C
UM_S_ADMDATAENTRY_C
UM_S_STUMISC_C
UM_S_STUACC_C

USBS – Coordinator

Supports student financial and customer service functions within University and Student Business Services.

Banner Classes

UM_G_GUIALTI_C
UM_S_GENERAL_C
UM_S_GENJOBSUB_C
UM_S_GENPOPSEL_C
UM_S_GENQUIKFL_C
UM_S_STUATTRIBUTE_C
UM_S_STUBIODEMO_C
UM_S_STU_BURREG_C
UM_S_STUBURSAR_C
UM_S_STUCAMPUSONECARD_C
UM_S_STUCOMMENTS_C
UM_S_STUDEPTADMIN_C
UM_S_STUFACALLCEN_C
UM_S_STUMISC_C
UM_S_STUREGISTRATION_C

UM_S_STUHOLD_C

Hold codes

B1, B2, B3, B4, B5, B6, B7, B8, B9, BA, BB, BC, BD, BE, BG, BL, BM, BN, BP, BR, BS, BT, BU, BW, BX, BZ

USBS – Customer Service

Provides front-line customer service access for University and Student Business Services.

Banner Classes

UM_S_GENERAL_C

UM_S_GENQUIKFL_C

UM_S_GENJOBSUB_C

UM_S_STUCAMPUSONECARD_C

UM_S_STUFACALLCEN_C

UM_G_GUIALTI_C

USBS – Manager

Provides supervisory and administrative access within University and Student Business Services.

Banner Classes

UM_G_GUIALTI_C

UM_S_GENERAL_C

UM_S_GENJOBSUB_C

UM_S_GENLETTERS_C

UM_S_GENPOPSEL_C

UM_S_GENQUIKFL_C

UM_S_STUATTRIBUTE_C

UM_S_STUBANRPT_C

UM_S_STUBIODEMO_C

UM_S_STU_BURREG_C

UM_S_STUBURSAR_C

UM_S_STUBURSAREPRINT_C

UM_S_STUCAMPUSONECARD_C

UM_S_STUCOMMENTS_C

UM_S_STUCRSE_SECTION_C

UM_S_STUDEPTADMIN_C
UM_S_STUEPRTREG_SCH_C
UM_S_STUFACALLCEN_C
UM_S_STUFACULTYPERMIT_C
UM_S_STUMISC_C
UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C
UM_S_STUSUCCESSTEAMPROJEP_C
UM_S_STUHOLD_C

Hold codes

B1, B2, B3, B4, B5, B6, B7, B8, B9, BA, BB, BC, BD, BE, BG, BL, BM, BN, BP, BR, BS,
BT, BU, BW, BX, BZ

Additional Access

Set Advising Flag on SIAINST.

VA Certifications

Supports veteran student certification and benefits processing.

Banner Classes

UM_G_GUIALTI_C
UM_S_GENERAL_C
UM_S_STUBIODEMO_C
UM_S_STUCRSE_SECTION_C
UM_S_STUPROG_ACADREC_C
UM_S_STUREGISTRATION_C
UM_S_STUMISC_C
UM_S_REGVETERANSSW_C
UM_S_REGVETERANS_C

Scheduler Access

Provides advanced course scheduling access.

Scheduler Access is not a role available on the request form.

Requests may only be initiated by Registrar-designated scheduling personnel.

No signature is required because approval authority has been delegated.

Available Banner Classes

UM_S_STUSCHEDLEVELONE_C
UM_S_STUSCHEDLEVELTWO_C
UM_S_STUSCHEDLEVELTHREE_C

Required supporting security classes:

UM_S_GENERAL_C
UM_S_STUDEPTADMIN_C
UM_S_STUBANRPT_C
UM_S_STUEPRTREG_SCH_C
UM_S_STUCRSE_SECTION_C

Appendix B: List of common access offered before position-specific roles were created presented for reference only

These classes pertain to Registration and Student Records information only. If you need Student access for Admissions, USBS, or Financial Aid information, you must contact those departments.	
Code	CLASS / Description (View complete CLASS contents.)
1	STUBIODEMO / *View Only* - View address; bio/demo student information; emergency contacts.
2	STUFACULTYADVS / Faculty/Advising Access - Set clearance for registration.
3	STUDEPTADMIN / Departmental Administration - View class roster; faculty information and availability; course/section description and availability.
4	STUHOLD / Enter holds and comments. (Check with Department Head: this class is limited to authorized users.)
5	STUCOMMENTS / Enter comments. (Check with Department Head: this class is limited to authorized users.)
6	STUFACULTYPERMIT / Enter course permits. (Check with Department Head: this class is limited to authorized users.)
7	STUADMISSION / *View Only* - View application and transfer articulation information.
8	STUADVSSETUP / Advisor Setup - Assign advisors.
9	STUCRSE_SECTION / *View Only* - Course and Section Information.
10	STUREGISTRATION / *View Only* - Student Registration Information – Current student registration; registration history; advisors; attributes; student schedule; permits; alternate PIN information.
11	STUPROG_ACADREC / *View Only* - Student Program and Academic Records Information – Includes majors; minors; concentrations; grades and statistics; student academic standing; degrees and honors.
12	STUMISC / *View Only* - Miscellaneous Student Information – International information; sport information; holds; high school; prior college; test scores; comments.

Appendix C: Possible new role groups not yet finalized

Continuing Education

people who need to roll grades need SFAALST modify (UM_S_STUFACROSTER_C)
and SHADEGR modify (UM_S_REGDEGENTRY_C) other access is possibly:

UM_S_GENERAL_C

UM_S_STUADMISSION_C

UM_S_STUBIODEMO_C

UM_S_STUCRSE_SECTION_C

UM_S_STUFACULTYADVS_C

UM_S_STUMISC_C

UM_S_STUPROG_ACADREC_C

UM_S_STUREGISTRATION_C