



Oregon
University
System

**Chancellor's Office
Access Request Form
CHPS Banner Instance
FIS & HRIS**

Office of the Chancellor
P.O. Box 488
Corvallis, OR 97339-0488
FAX (541) 737-0850
PHONE (541) 737-3336
<http://www.ous.edu>

To complete this form:

- Fill out Sections A, B and C.
- Send the completed document to Banner-Access in the Controller's Division.
(Note: To expedite your request, this document may be faxed, and the original sent as follow-up.)

Section A – Requestor Information

Name: _____ Date Access Needed: _____

Job Title: _____ Campus ID # _____

Department: _____ Email: _____

Institution: _____ Campus Phone: _____

Section B - Description of Access Need(s)

Describe, as best you can, your **business role** that necessitates this access. Please provide as much detail as possible. If you know the name of the Banner forms, reports and processes you will be using, be sure to include them. Attach additional paperwork if necessary.

- Will you be printing Banner reports? Yes No
- Are you replacing someone? If so, indicate their name here: _____
- Should your access replicate that of a coworker? If so, indicate their name here: _____

Section C - Department Signatures Required for Approval:

Name of Person Gaining Access (Printed) Signature of Person Gaining Access Date

Supervisor's Name (Printed) Supervisor's Signature Date

Security Administration - Office Use Only

Access Provided: FIS Only HRIS Only Both FIS & HRIS

Security Classes Assigned - See attached listing dated: ____/____/____

Director of Budget and Business Services Date

CO Security Administrator Date