



Oregon
University
System

**Chancellor's Office
Access Request Form
Institution's Banner Warehouse
(by Single COA)**

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 Address: _____
 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. Attach additional paperwork if necessary.

- Are you replacing someone? 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
Signature of Institution Security Administrator	Date	

Security Administration - Office Use Only

Warehouse Access Provided:

FIS Only HRIS Only Both FIS & HRIS COA: B/C/D/E/F/G/H/K

CO Director of Budget and Business Services (for Chart K only) Date

CO Security Administrator Date