Lane Community College ℠

BANNER Student System Access Request

Employee Name: _____   L Number: _____

Dept: _____   Phone: _____   Email: _____

☐ Classified ☐ Faculty ☐ Student ☐ Manager   ☐ Other: _____

☐ New Access Request   ☐ Additional Access Request

Employee needs access to:

☐ Test System   ☐ Production System   ☐ Both

Responsible Manager: _____   Signature: _____

Department Trainer: _____   Signature: _____
(Please list the person responsible for training for your department. While most training takes place in the department, the Banner Student Module Data Custodian reserves the right to remove access if addition training is needed.)

☐ **General Person**

Forms allow staff to create and update student General Person records which contain student address and phone information. Access is limited to Enrollment Services and non-credit departments that admit students.

☐ **General Student**

Forms allow staff to admit/re-admit students to the college and update program information for students. Access is limited to Enrollment Services and non-credit departments. Credit departments should direct students through the college application process. **Access to these forms requires review of complete and accurate admissions test records. Access to test is provided until training is complete and review of successful admission has been confirmed. Contact BannerStudentModuleAccess@lanecc.edu for review of test records.*

☐ **Section Builder**

Forms allow department staff to create and cancel sections, add instructors and run class list in Native Banner and in myLane for their department.

☐ **Registration Support**

Forms allow department staff access to class lists, enter grades, enter registration permit-overrides, view student grades, cancel students out of classes, process "No Show Drop" view student information, view student test scores.

☐ **Direct Registration**

Forms allow department staff to register students into classes. Access is limited to Enrollment Services and non-credit departments.

☐ **Staff Administrative Menu in myLane**

Access to self-service forms created by IT for staff use, e.g., class list.

☐ **Other Banner Student Access (describe/specify):**

*Please allow 3-5 business days for all requests to be processed and system access granted.

System Coordinator Use Only

Test Access Granted: _____   Admissions Review Completed: _____ Production Access Granted: _____

Security Classes Assigned:

_____   _____   _____

_____   _____   _____

_____   _____   _____