

Banner Security and Access

When access is required to Banner or related systems, the appropriate security request forms must be submitted. Instructions and forms are available on the [AState Banner Security Knowledge Base](#). Please review the information carefully, as it outlines the different types of access available, the process for completing and submitting forms, and the approvals required.

Banner Finance/HR/TEM Security

Access to Banner Finance, Human Resources, or Travel and Expense Management (TEM) is requested through the [Banner Finance/HR/TEM Security Request Form](#).

Important reminders when completing the form:

- **Complete the User Information section in full.** Include A-State ID, position title, department, and supervisor.
- **Indicate the individual being replaced, if applicable.** This helps copy existing access and expedites the process.
- **Provide as much detail as possible.** A thorough justification and clearly specified access needs ensure a smoother approval process.
- **Confirm that all required signatures and approvals are obtained** before submission to cpi-security@astate.edu.

Banner Student Security

Banner Student Security – Maintained by the Registrar's Office for Banner Student module access. FERPA training is required for employees who request access to student information. Please contact registrar@astate.edu for further assistance with Banner Student security.

Important reminders when completing the form:

- **Complete all fields in full.** Missing information may delay processing or approval.
- **Ensure that FERPA training has been completed** prior to submission. Access to student information cannot be granted without current FERPA certification.
- **Verify that all required signatures and approvals are included** before submitting the form to the Registrar's Office.

Common Access Needs for New Department Chairs

The following areas of access are commonly required when a new Department Chair is appointed. Keeping these in mind when completing Banner security request forms will help ensure that the chair has the tools necessary to perform administrative responsibilities effectively.

- **Home Department/Unit Org Number**
 - **Banner Security Classes** (commonly requested):
 - BAN_FIN_ALL_ASU
 - BAN_FIN_APPR_ASU
 - BAN_FIN_BUD_INQ_ASU
 - BAN_FIN_EPRINT_DEPT_ASU
 - BAN_FORM_FUS_ASU
 - BAN_HR_ALL_ASU
 - BAN_HR_DEPT_MGR_ASU
 - BAN_STU_ALL_ASU
 - BAN_STU_CRS_V_ASU
 - BAN_STU_DS_SCHED_UP_ASU
 - BAN_STU_GRADE_V_ASU
 - BAN_STU_REG_DS_GEN_ASU
 - BAN_STU_REG_DS_HOLDS_UP_ASU
 - BAN_STU_REG_TEST_V_ASU
 - BAN_STU_REG_V_ASU
 - **Finance Access:** All FOAPs (Fund–Organization–Account–Program) to which the chair must be attached for viewing, initiating, or approving transactions.
 - **Travel:** Delegates designated to act on the chair’s behalf.
 - **EPAF and Workflow:** Initiator and approver/supervisor access as required.
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