




Banner AR Access Request Process

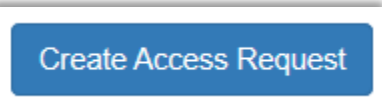
The Banner Access Request Application is used to request access.

1. Log into the Banner, Under the “Employee” tab, click “Banner Access Request”



[Banner Access Request](#)

2. Scroll down, click the blue “Create Access Request” button.



Create Access Request

3. Select the Campus “OSU Stillwater/Tulsa”, click the “Next”.

Create Access Request Wizard

Step 1: Select Campus

Please select the campus that this access request will be associated with.

Campus:

OSU Stillwater/Tulsa

Next

Cancel

4. Select the “Accounts Receivable” module; click “Next”. Enter the name or email address; click “Next”.

Step 3.1: User Information

Wizard Selections:

Campus: OSU Stillwater/Tulsa

Module: ACCOUNTS RECEIVABLE

Please search for the user who requires access to Banner using as few or as many of the filters below as you wish.

First Name:

Last Name:

Email Address:

Username:

Banner ID:

CWID:

Next

Cancel

5. Select the person by clicking the radio button next to their name; click the “Next” button.

Wizard Selections:

Campus: OSU Stillwater/Tulsa

Module: ACCOUNTS RECEIVABLE

Please select a user from the search results or clear the results and search again.

Jane Doe (A554433221)
Username: Doeia Email: Jane.Doe@okstate.edu
Position #ABC41 Title: Accountant
Department: Bursar's Office, Campus: Stillwater

6. The Department Head’s email should display on the next screen. Their approval is required before access will be granted. Click “Continue”.
7. On the next screen, select the Banner Security Group(s) needed for your position requirements by checking the boxes to the right of the Security Group description.

- Select “AR Staff and Campus Query”

[AR Staff and Campus Query](#)

- If you need to enter Bursar transactions, also select “AR Staff and Campus Maintenance”.

[AR Staff and Campus Maintenance](#)

- Click “Next”

8. After the request has been submitted, the person for whom the request was made receives an email message to prompt him/her to log in to the system and complete additional requirements such as the online FERPA tutorial.
9. The Department Head also receives an email prompting him/her to login to the access application and approve the request. Department Heads click “Pending Department Head Action” on the left side to view and approve or deny the access request.
10. If the Department Head approves, then the AR security group data owner reviews and approves the request. IT then completes the final step to grant the access.