

Administrative Computing Request Form

Information Technology Services

INSTRUCTIONS Use this form to apply for a Redwood computer account and/or to apply for Banner access. Return the form to the ITS Receptionist in the Information Services Building when completed, with all the required signatures.

Part A: To be completed by all applicants

Andrews ID _____

Username _____

First Name _____

Last Name _____

Part B: Application for Computer Access

Please read the following statements on computer usage policy and sign below. Being granted access to administrative computing resources at Andrews University is a responsibility to be treated appropriately. Examples of inappropriate uses of a computer account include:

- allowing others to use your account this is a serious violation of standard security practices
- using computer accounts other than those assigned to you
- attempting to gain unauthorized access to data, computer accounts, or computer systems
- harassing other users through electronic communication

I have read the above statements and agree to abide by the principles it outlines.

Applicant Signature _____ Date _____

& MFDUSPOJD TJHOBUVSF DBO CF TVCNJUUF E IFSF IUUQT CBOOFS B

"O & NBJM XJMM CF TFOU UP ZPV XIFO ZPVS #BOOFS "DDPVOU JT SFBEZ

Part C: Application for Banner Access

Check all Banner products needed to perform your job duties. The person authorized to sign for each Banner product will assign the appropriate classes or objects.

Product	Authorized Signature	Classes or Objects
Student	_____	_____
	<small>Registrar</small>	
Accounts Receivable	_____	_____
	<small>Dir. of Student Financial Services</small>	
Finance	_____	_____
	<small>Chief Accountant</small>	
Human Resources	_____	_____
	<small>Dir. of Human Resources</small>	
Alumni/Development	_____	_____
	<small>Dir. of Alumni/Dir. of Development</small>	
Financial Aid	_____	_____
	<small>Dir. of Student Financial Services</small>	
Redwood Menu	_____	_____
		<small>Requested User Menu to copy</small>

Department Name _____ ORGN _____

Dept Head/Chair/Admin Signature _____ Date _____

Dept Head/Chair/Admin ID Number _____

For ITS Use Only

Date Processed _____

Comments _____
