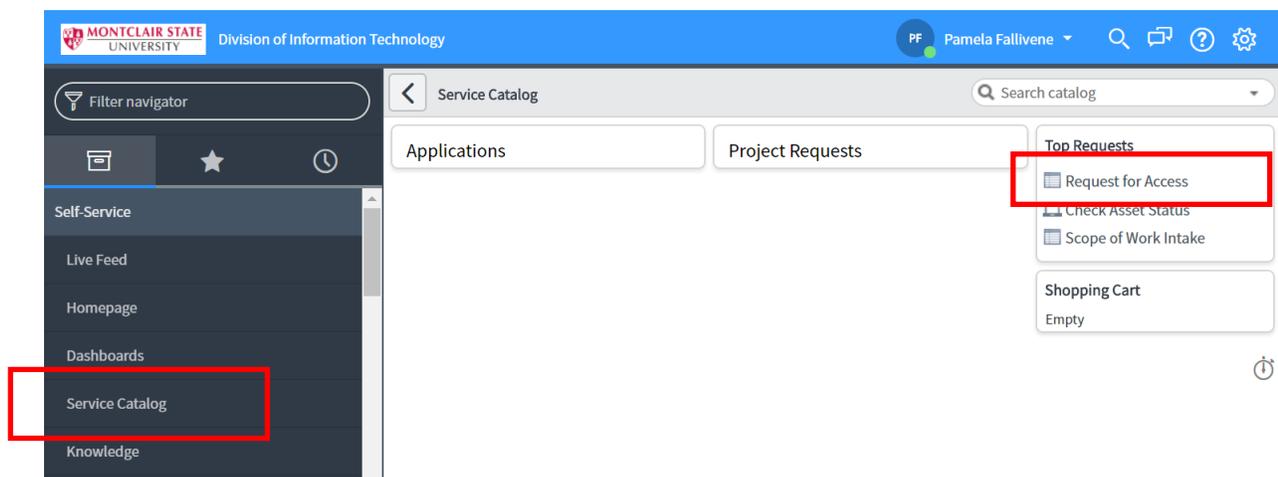


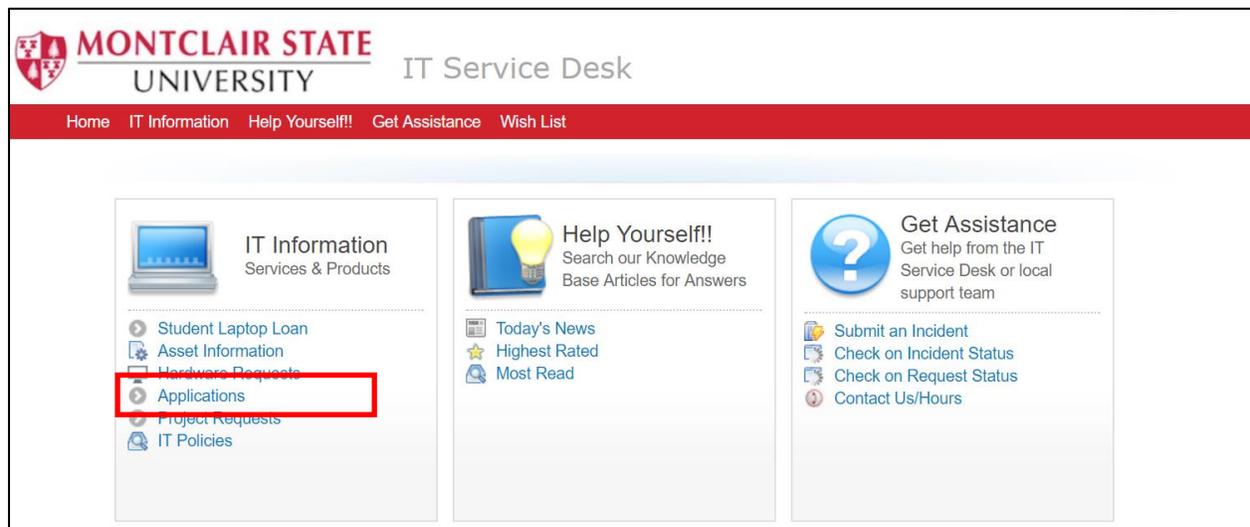
How to create an Access Request for Banner Access or Banner Reporting Access

Logging into Snow:

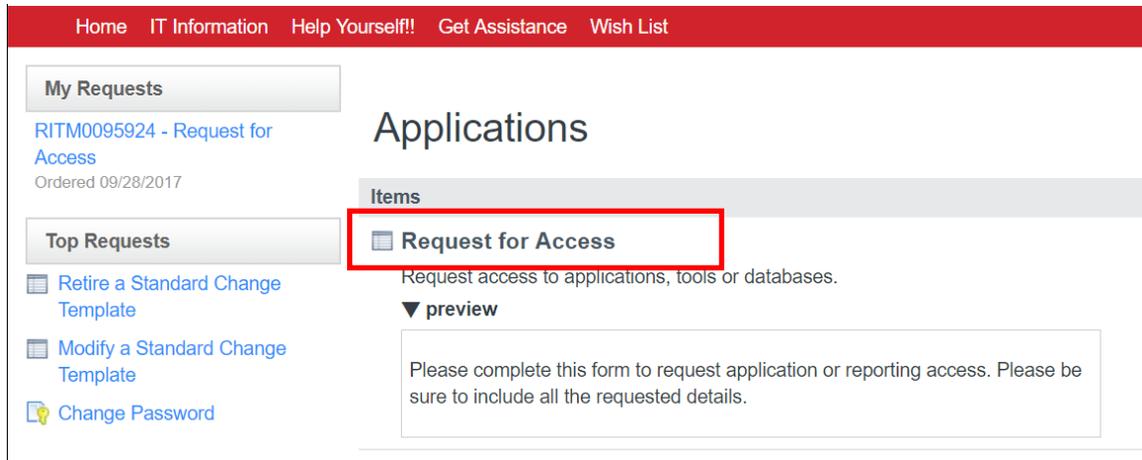
- 1) Go to [SNOW](http://snow.montclair.edu) (<http://snow.montclair.edu>)
- 2) Log in with your NetID Username and Password
- 3) Choose **Service Catalog** under **Self Service**
- 4) Choose **Request for Access**



Note: If this is the first time you are logging into SNOW, you will receive the screen below.

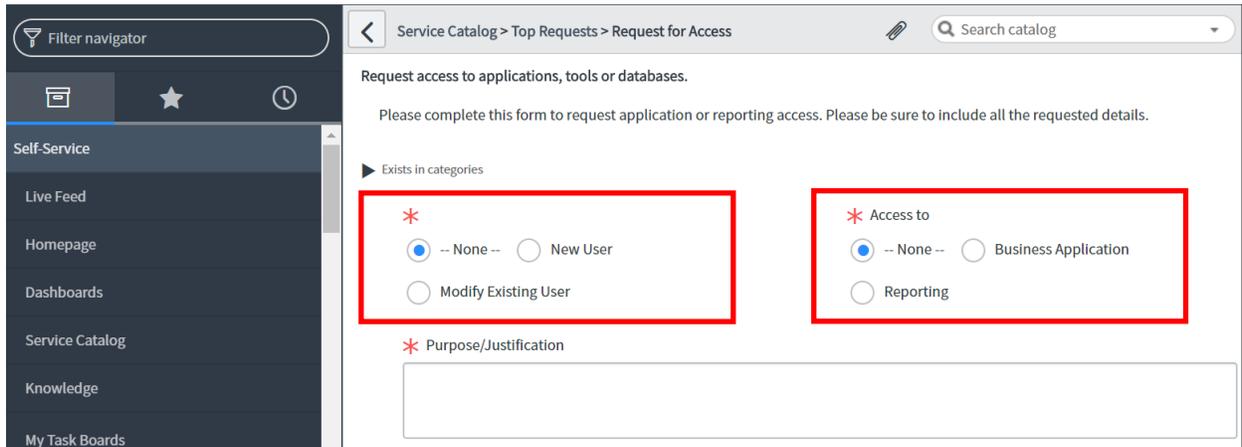


- 1) Click on **Applications** under **IT Information**.
- 2) Click on **Request for Access**

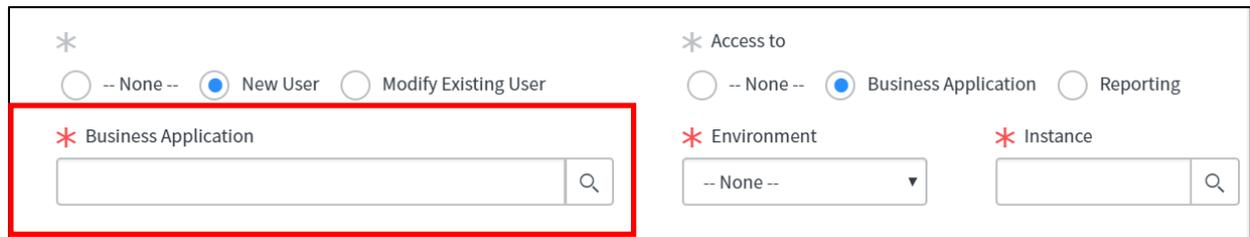


Requesting Access:

- 1) Choose either **New User** or **Modify Existing User**
- 2) Choose **Business Application** or **Reporting**



- 3) Click the magnifying glass in the **Business Application** field



- 4) Choose the desired **Business Application** from the list

The screenshot shows the Banner Business Services interface. On the left is a navigation menu with options: Self-Service, Live Feed, Homepage, Dashboards, Service Catalog, Knowledge, and My Task Boards. The main area displays a table of services under the 'All' filter. The table has columns for Name, Manufacturer, Class, Location, Assigned to, Model ID, and Serial number. There are four rows of data, each with a blue dot in the first column.

Name	Manufacturer	Class	Location	Assigned to	Model ID	Serial number
Banner Admissions	(empty)	Business Service	(empty)	(empty)	Unknown	
Banner Financial Aid	(empty)	Business Service	(empty)	(empty)	Unknown	
Banner Registration	(empty)	Business Service	(empty)	(empty)	Unknown	
Banner Student Accounts	(empty)	Business Service	(empty)	(empty)	Unknown	

Banner Business Applications Available

Banner Admissions—Access is authorized by Admissions Directors, Jeff Gant, Mike Stuhlmiller or Sony Rodriguez. This includes:

- Undergraduate admitted and accepted student application information
- Graduate School admitted and accepted student application information
- High School and college transfer transcripts for applicants
- Other documents required for the application process for viewing

Banner Financial Aid—Access is authorized by the Financial Aid Director, Jim Anderson or Hayato Suzuki or Lucy Candal-Ferendez. Financial aid information includes:

- Student financial aid budgets
- Pending and awarded institutional and federal aid
- Student loans information
- Documents tracking required by students for aid eligibility
- FAFSA information
- Financial aid academic progress
- Financial aid enrollment information

Banner Student Accounts— Access is authorized by the Director, Marion Caggiano or Daphne Reynoso. This includes:

- Student detailed billing information
- Billing statements
- Pending financial aid disbursements
- Deposits information
- Student holds

Banner Registration— Access is authorized by the Registrar, Leslie Sutton-Smith or Yudisney Leung. Student Academic record includes:

- Admissions application, letter of admission, transcripts from previous schools, transfer credit evaluation (Degreeworks)
- All record of courses taken at MSU—registration information and all grading

including grade changes, as well as related comments

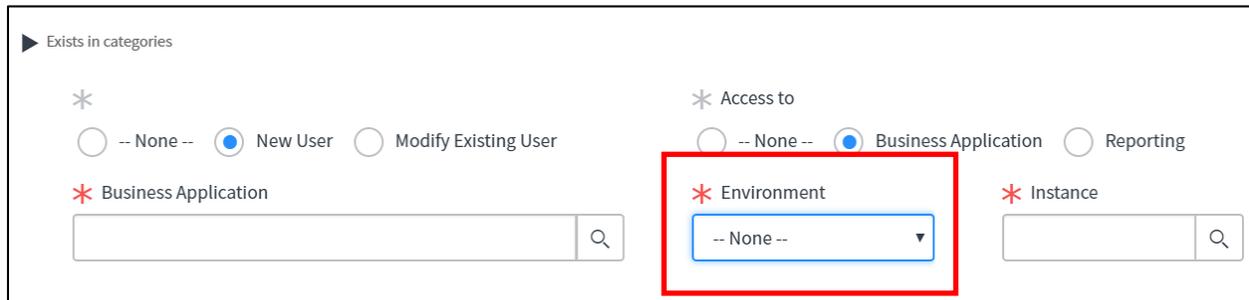
- Registration history
- Student GPA, academic standing, majors, program, concentration, minors
- Comments related to student's academic attendance and standing
- Student transcript
- Class rosters, enrollments
- Graduation application and degree information
- Latin honors and dean's list information
- For the purposes of student record review as permitted per FERPA, all comments and notes posted by advisors and faculty
- Student attribute and cohort information, essentially all information about a student that is connected to their record.
- Student Addresses, emails, phone numbers

Banner Cognos Reporting

- Registrar–Restricted Reports
- Registrar –University Reports

When Requesting Banner Application Access:

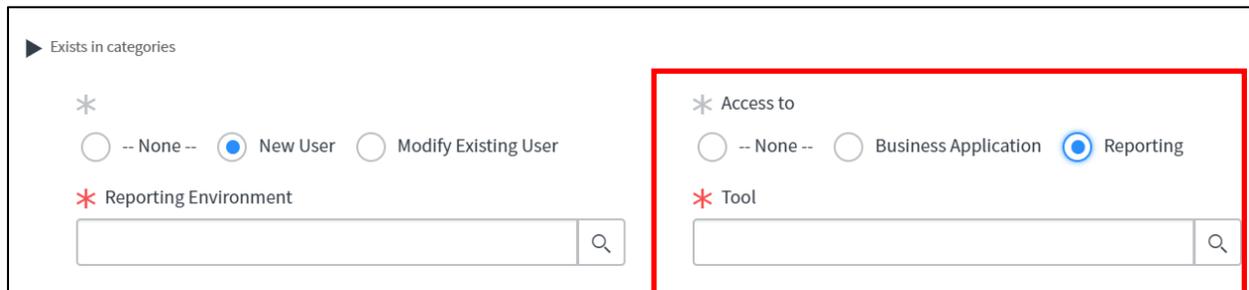
You will need to select the environment from the drop down.



The screenshot shows a form titled "Exists in categories" with a search icon. It contains three main sections: "Access to" with radio buttons for "-- None --", "New User", and "Modify Existing User"; "Business Application" with a search box; and "Environment" with a dropdown menu currently set to "-- None --". A red box highlights the "Environment" dropdown. To the right, there is an "Instance" search box.

When Requesting Banner Reporting Access:

Click on **Reporting** and then choose the **Cognos Tool** in the Tool search



The screenshot shows a form titled "Exists in categories" with a search icon. It contains three main sections: "Access to" with radio buttons for "-- None --", "New User", and "Modify Existing User"; "Reporting Environment" with a search box; and "Tool" with a search box. A red box highlights the "Access to" section, where the "Reporting" radio button is selected.

- 5) Provide **Purpose/ Justification** for the request and your supervisor name and if they have approved your access.
- 6) List the Banner Roles/ Groups in the field **List the Roles, Objects, Packages or Functional Areas**
- 7) Click **Submit**

The screenshot shows a web form for creating a user request. At the top, there are radio buttons for user type: 'New User' (selected) and 'Modify Existing User'. To the right, there are radio buttons for 'Access to': 'Business Application' (selected) and 'Reporting'. Below these are three search fields: 'Banner Admissions', 'Environment' (with a dropdown arrow), and 'Instance'. The 'Purpose/Justification' and 'List the Roles, Objects, Packages or Functional Areas' text areas are highlighted with red boxes. A '-- Submit --' button is at the bottom left.

NOTE:

- The request first goes to your **direct supervisor** for approval. It then goes to the Business Owner.
- Once the **Business Owner approves the request**, it goes to the Information Technology Division group for approval.
- Upon **Information Technology Division** group approval, tasks are generated for the Information Technology Division to create the access.
- When all the tasks are complete, the **request is marked as complete and an email notification is sent** to the requestor and all the members of the approval groups.
- **If the request is not approved** by any one of the approval levels, then an email will be generated to the requestor and the request ticket closed. The requestor will need to open a new request ticket with more detailed information supporting their request and indicating supervisor approval.