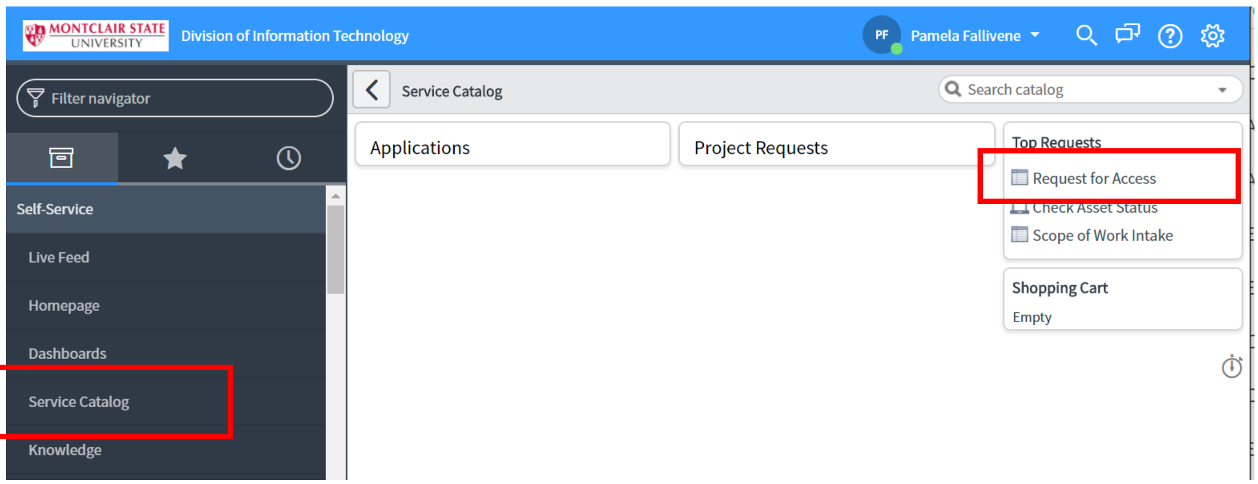
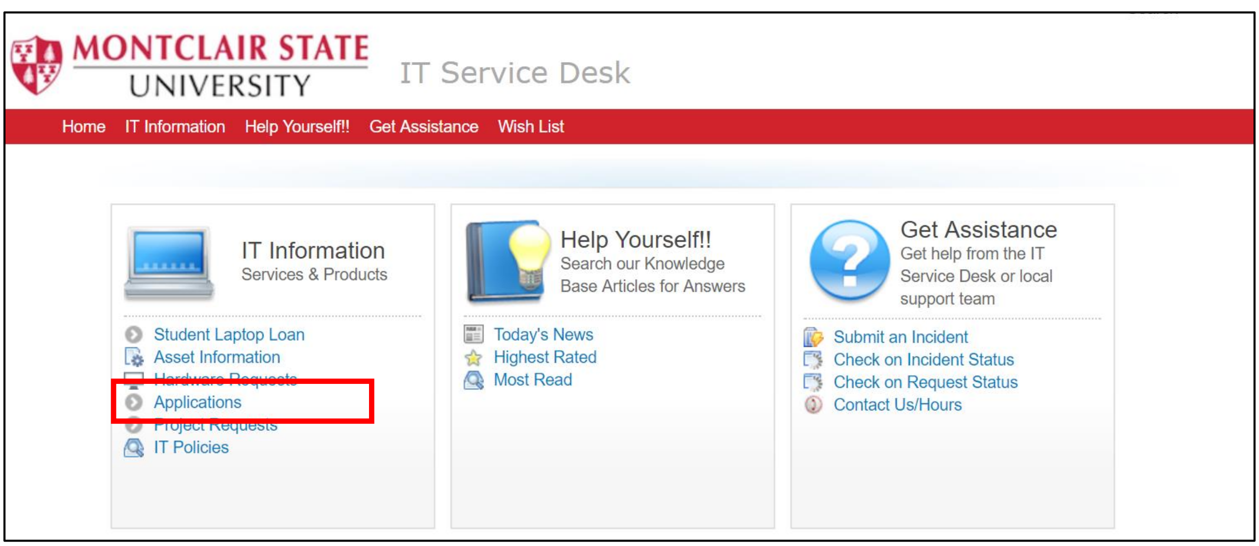
How to create an Access Request for Banner Access or Banner Reporting Access

Logging into Snow:

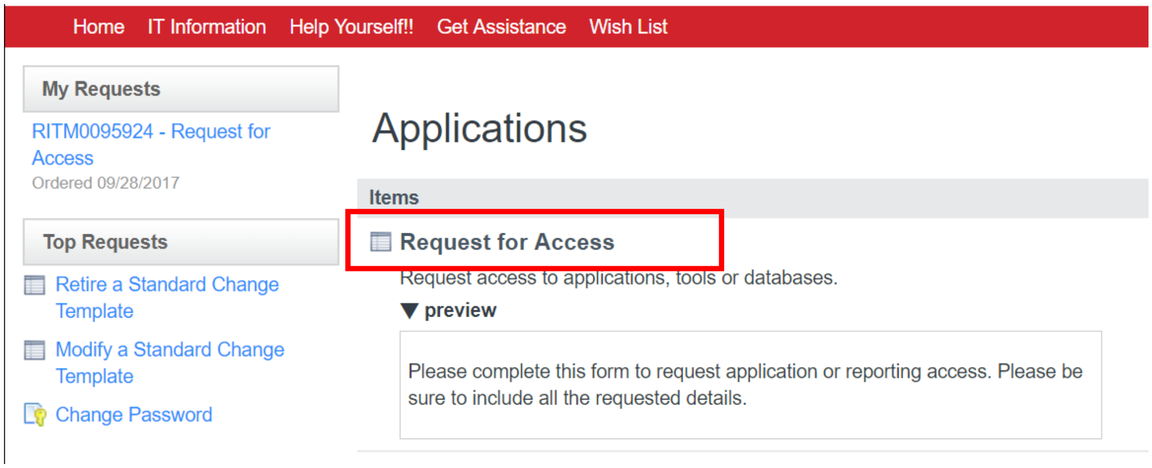
1) Go to [SNOW](http://snow.montclair.edu) (http://snow.montclair.edu)
2) Log in with your NetID Username and Password
3) Choose **Service Catalog** under **Self Service**
4) Choose **Request for Access**



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

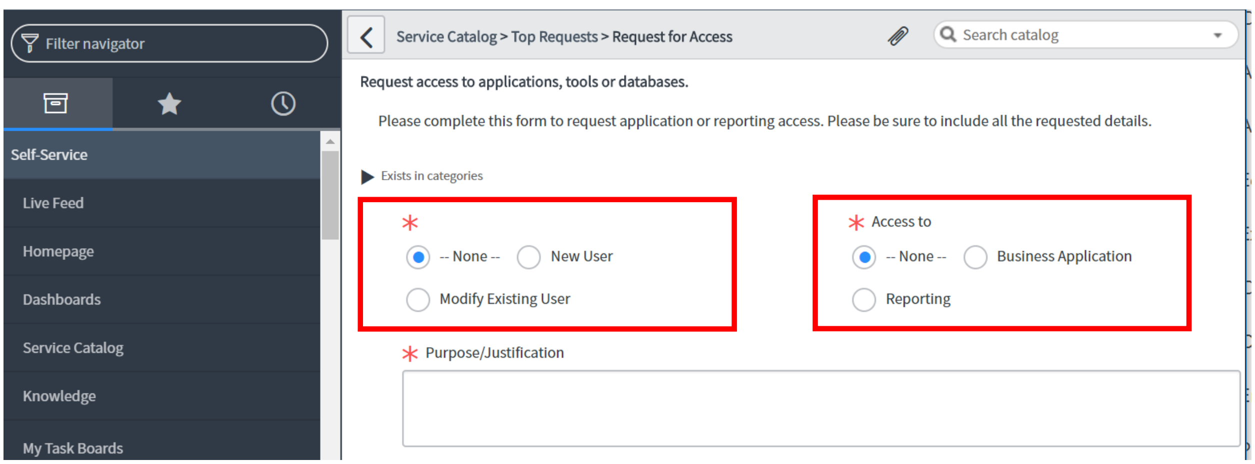


1) Click on **Applications** under **IT Information**.
2) Click on **Request for Access**

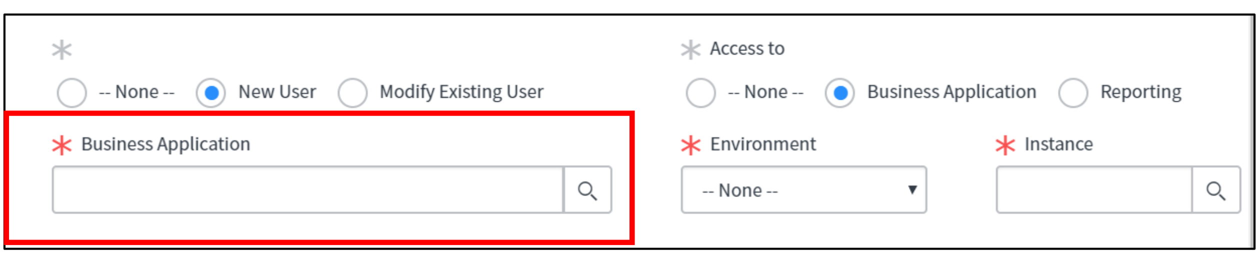


Requesting Access:

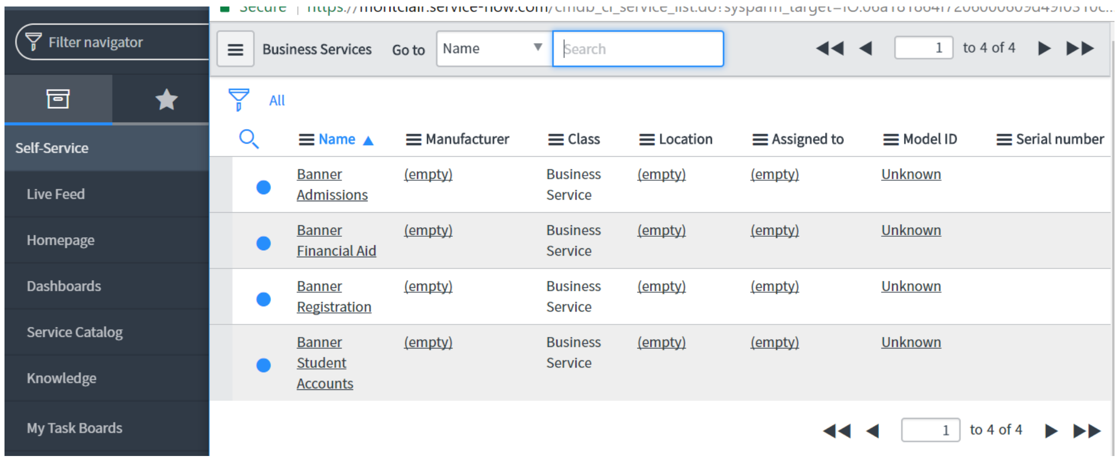
1) Choose either **New User** or **Modify Existing User**
2) Choose **Business Application** or **Reporting**



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



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



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

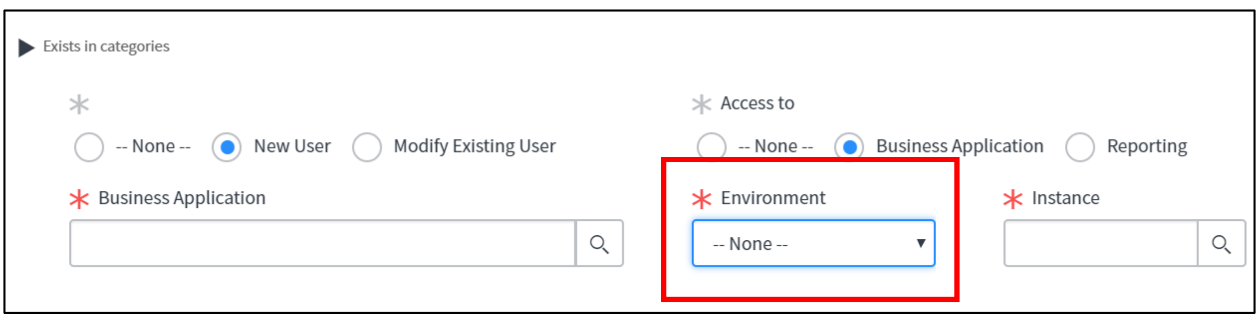
- Registration history
- Student GPA, academic standing, majors, program, concentration, minors
- Comments related to student's academic attendance and standing
- Student transcript
- Class rosters, enrollments
- Graduation application and degree information
- Latin honors and dean's list information
- 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

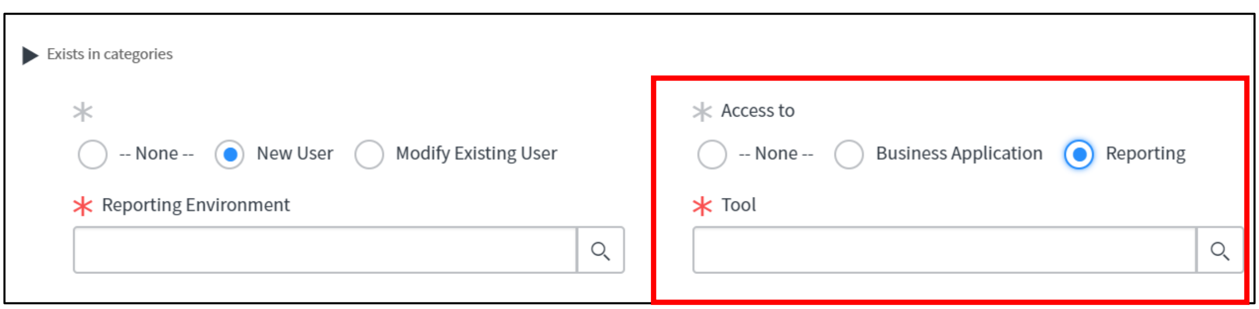
When Requesting Banner Application Access:

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

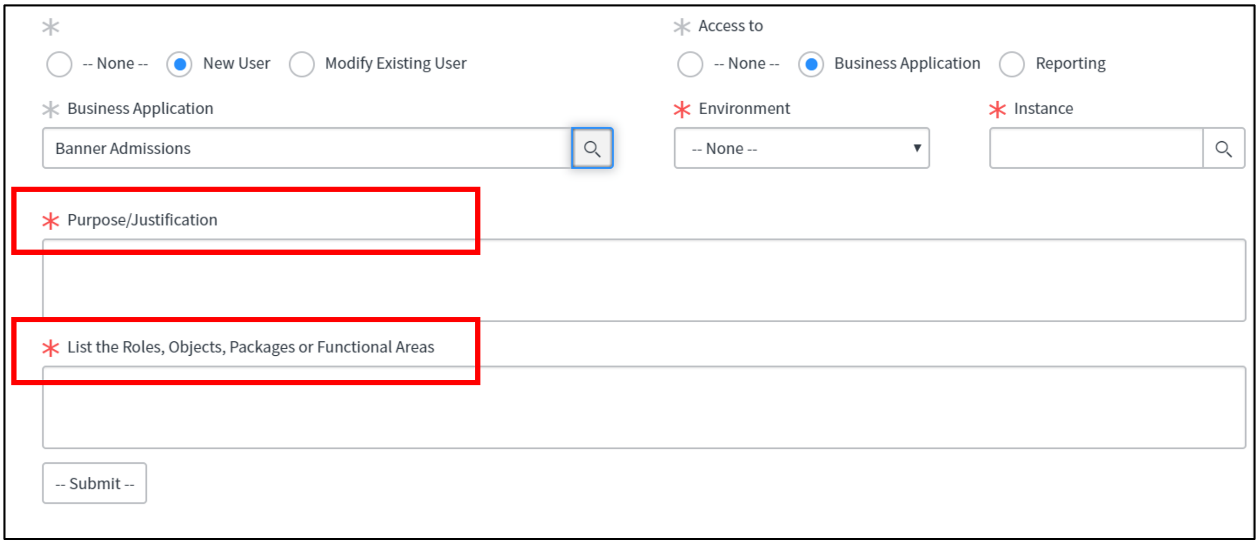


When Requesting Banner Reporting Access:

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



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**



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.