

Porterville College BANNER Access Request Process

Users already having access to Banner, see Note 1 below, otherwise, fill-in and print the following Banner Access Request and Training Validation Form. You can access by clicking this link:

<https://intranet.kccd.edu/Banner%20Resources%20and%20Services/Account%20Request%20Process/Forms/Banner%20Access%20Request%20-%20Training%20Validation.pdf>

Adobe Acrobat Reader is required in order to open the form. Complete the form as instructed per the written instructions. **WARNING: Do not include your Social Security Number or Banner password anywhere on the form.**

1. The Requestor* completes page one and signs at the bottom acknowledging confidentiality.
2. The Requestor obtains their Supervisor's approval. The supervisor must audit, approve and sign the form. The supervisor will then submit the form to the appropriate Banner Module Coordinator(s):

Accounts Receivable	Sonia Huckabay	2403
Finance	Sonia Huckabay	2403
Financial Aid	Virginia Gurrola	2223
Human Resources	Trudy Geissel	5107
Student	Virginia Gurrola	2222
**Training	Cynthia Muñoz	5147

3. The Coordinators will review and sign the form and forward to the next coordinator. Or if navigation training is needed, the form will be forwarded to Cynthia Muñoz at the District Office. She will coordinate scheduling training. Other training will be arranged by the appropriate Coordinator.
4. The training is scheduled and conducted and upon completion the form is sent to the DBA Services at the District Office for processing.
5. DBA Services will process the request and email notification that your slip is on its way to your Campus Coordinator (Carol Brown). You will need to bring a photo ID with you to receive your slip.

NOTE 1: If the user already has Banner access and is requesting additional access to security classes, organizations or funds, the request can be fast-tracked via email. The email template can be accessed here:

<https://intranet.kccd.edu/Banner%20Resources%20and%20Services/Account%20Request%20Process/Forms/Banner%20Access%20Request.oft>

With the Supervisor's approval the email should be forwarded to the appropriate Module Coordinator(s) (see table above). If the each Coordinator approves the requested access for their module, the email is then forwarded to dbaservices@kccd.edu.

* Temporary employees and consultants should leave the Banner Generated ID field blank.

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