



Banner Account Application Process

Division of Information Technology

Carter Hall • (910) 775-4340 • doit@uncp.edu • <http://www.uncp.edu/doit>

INTRODUCTION

Banner is an integrated suite of applications designed for the administrative aspects of higher education. UNCP uses or will use Banner for several functions, including student records, housing, recruitment, financial aid, purchasing, accounts payable, accounts receivable, etc.

Access to Banner is restricted under university policy. Generally speaking, an individual must be a faculty or staff member of UNCP to obtain an account. An individual can only access data that is required for the performance of his or her duties.

PROCESS

Step 1: Identify the Data Manager

Access to data stored in Banner is governed by a number of Data Stewards. Each steward is responsible for specific sets of data and must authorize access by others to that data. A Data Steward may authorize other individuals, called Data Managers, to approve access to data stored in Banner.

In order to access data stored in Banner, determine the appropriate Data Steward and contact that individual with a description of the data. A current list of Data Stewards and Managers with their areas of responsibility may be found at <http://www.uncp.edu/doit/banner/managers.html>

Step 2: Obtain a Banner account

Complete and sign the form entitled [Banner Account Application](#) and forward to Division of Information Technology (DoIT). When accepted, a Banner account will be created.

The account by itself will not provide you with any access to data. To access data, complete at least one Banner Class Assignment Application-Maintenance form as described in Step 3 below.

Step 3: Obtain Banner class assignment(s)

Complete the top portion and sign the [Banner Class Assignment Application-Maintenance](#) form and forward to the appropriate Data Steward or Manager. He or she will complete the class assignment section, authorize the access, and forward the form to Division of Information Technology (DoIT).

When UCIS receives the completed Class Assignment-Maintenance form, your account will be modified to allow access and a confirmation form will be forwarded to you.