

**How can I request Banner Training for an employee? All who have completed Banner Training will have access to perform the following steps:**

1. Login to your College PALS application by going to <http://www.accd.edu/pals>.
2. Once you are logged in, select the **Employee Tab**.
3. Find the Employee Resources channel (on the left side column) and select the **Banner Access Request** link. *All who have completed Banner Training will have access to the Banner Access Request link.*
4. The screen shown below will display. Click the **Banner User Security/Access Requests** button.

**TITAN Banner Finance / Purchasing Training Management System**

Welcome, Yescenia Flores **DIST**

Please select the request and fill in all relevant information.  
Make sure to select your supervisor from the dropdown list. Call 220-1698 for any pr...

Banner Finance	To request for training for a new employee. To request permissions (grans or withdraw) for employee who have already completed the relevent training.	<b>Banner User Security/Access Requests</b>
Banner Finance	To request new Organization, Account and Fund Codes.	<b>New FOAP Code Requests</b>

To change your college, Edit your Information in PALS > Employee tab > Train-Track. Correct college is required so that request is forwarded to appropriate approvers (i.e. College budget Officers).

The following screen will display. Type the PALS Username of the employee needing training. Then, click the drop-down arrow and select **Request for New Employee Training**. Click the **Submit** button.

Welcome, Yescenia Flores DIST

**Banner User Access Request/Updates**

Banner access and form privileges are issued to employees with the understanding that they use the information to conduct official duties and no information will be disclosed to any person who does not have any official 'need to know'. Please refer to Alamo Community College District's (ACCD) confidentiality statement. All ACCD Employees will require to review and sign ACCD's Computer Security Agreement.

Banner ID or PALS ID\* of the employee who needs the access: nmorales51 [\\*Lookup PALS ID](#)

Action Request: Request for New Employee Training

**Submit**

\* The Banner ID is much similar to PALS ID. It is different from email address for @accd.edu. Please make sure you have entered the correct ID. If you are not sure of the user id, use the link on the right (Lookup PALS ID) and get the correct id using the SSN.  
If you want to get the employee for training select Request for New Employee Training. If the employee has already undergone the training, select any other appropriate options.

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The following screen will display. Fill in the requested information. Click the **Submit Request** button.

The user has registered for some banner training.  
Please select intended role if different from training.  
Else please request employee to complete training.

Requester (Your) Telephone	(210)220-1536
Next Approver/Supervisor	Usha Venkat <input type="button" value="v"/>

Call 220-1698 for help

Banner ID	nmorales51
Name	Nico Morales
College	DIST <input type="button" value="v"/>
Department	IT
Current Role/Training	FALS <input type="button" value="v"/> Not Completed
Job Title	Client Support Specialist
Contact Telephone	210-220-1669

Intended Role

- View Only
- Initiator
- Approver
- View Only

Click to select employees' Approver

Automatically populates (will not accept manual updates)

If unsure of role, contact employee's College Budget Officer