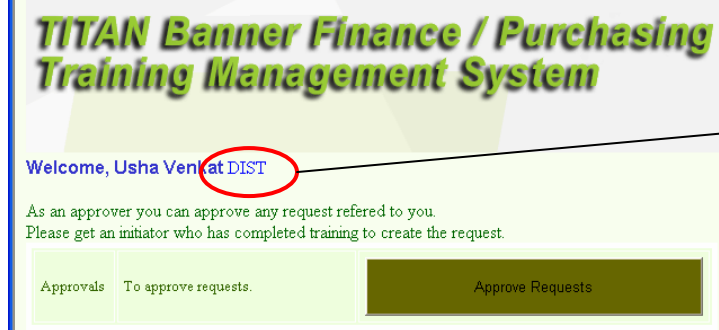


I am an Approver, how can I access my pending Banner access requests?

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 **Approve Requests** button.



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 **Inbox** will display pending requests. Click the **Approval link** to either Approve or Decline the request. Once the request is Approved or Declined, you may click the **Completed** button to view a history of approved/declined requests. The Current Status of the request will display (In the example below, the request is pending Approval from Mary Nell Bressel).



Clicking the **Details** link will display detailed approval history (scroll to bottom of page):

