

How can I request access to a specific FOAPL?

All who have completed the Banner Training session will have access to perform the following request:

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 problems.

| | | |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 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. | Banner User Security/Access Requests |
| Banner Finance | To request new Organization, Account and Fund Codes. | New FOAP Code Requests |

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 access to a FOAPL. Then, click the drop-down arrow and select **New Employee** (*new employee refers to employees that are new to the Banner Finance System*). Click the **Submit** button.

Welcome, Yescenia Flores DIST

Banner User Access Request/Updates

Banner access and form privilage 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 | <input type="text" value="yflores"/> | *Lookup PALS ID |
| Action Request | <input type="text" value="New Employee"/> | |
| <input type="button" value="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.

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

Welcome, Yescenia Flores DIST

Employee Security Access Request

Requester (Your) Telephone (210)220-1536

Next Approver/Supervisor Usha Venkat Click to select employees' Approver

Banner ID yflores

Name Yescenia Flores

College DIST 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).

Department Information Technologies

Current Role/Training SUPPORT PERSONNEL /Completed Automatically populates (will not accept manual updates)

Job Title Client Support Specialist

Contact Telephone (210)220-1536

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

Default Organization for requisition (*Optional)

Ship To Code (*Optional)

Remarks

Reason for Request Transferred within ACCD Click to select a Reason for the request

Use Roll-Up Whenever Possible.

| Add/Delete | Organization Name | Organization Number | Fund Name | Fund Number |
|------------------------------------|----------------------------|----------------------|----------------------|----------------------|
| <input type="button" value="Add"/> | DIS - Information Technolc | 95004 | State Appropriations | 11001 |
| <input type="button" value="Add"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Select ADD, then Enter the ORG Name & Number and FUND Name & Number you need access to. Contact your Budget Manager or College Budget Officer for information on which ORGS and FUNDS you need access to.