

How can I request changes to my existing Banner Access?

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 changes to their Banner Access. Then, click the drop-down arrow and select **Changes to Existing Employee**. 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	<input type="text" value="yflores"/>	*Lookup PALS ID
Action Request	<input type="text" value="Changes for Existing 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.

Employee Security Access Request

Requester (Your) Telephone	(210)220-1536
Next Approver/Supervisor	Usha Venkat <small>Call 220-1698 for help</small>
Banner ID	yflores
Name	Yescenia Flores
College	DIST
Department	Information Technologies
Current Role/Training	SUPPORT PERSONNEL /Completed
Job Title	Client Support Specialist
Contact Telephone	(210)220-1536
Intended Role	Initiator
Default Organization for requisition (*Optional)	
Ship To Code (*Optional)	
Remarks	

Use Roll-Up Whenever Possible.

Add/Delete	Organization Name	Organization Number	Fund Name	Fund Number
Delete	DIS - Information Technolc	95004	State Appropriations	11001
Add				
Add				
Add				
Add				

Submit Request

Click to select employees' Approver

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).

Automatically populates (will not accept manual updates)

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

Select ADD or DELETE, then Enter the ORG Name & Number and/or FUND Name & Number you need/don't need access to. Contact your Budget Manager or College Budget Officer for information on which ORGS and FUNDS you need/don't need access to.