

How can I check the status of my Banner access/training 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 **Previous Requests Status** 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: [*Lookup PALS ID](#)

Action Request:

* 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 request submitted. Continue for a new request.

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 a list of requests submitted. Click the **Details** link to view more information about a specific request.

Welcome, Yescenia Flores DIST

New Client Access / New Code Requests by me.

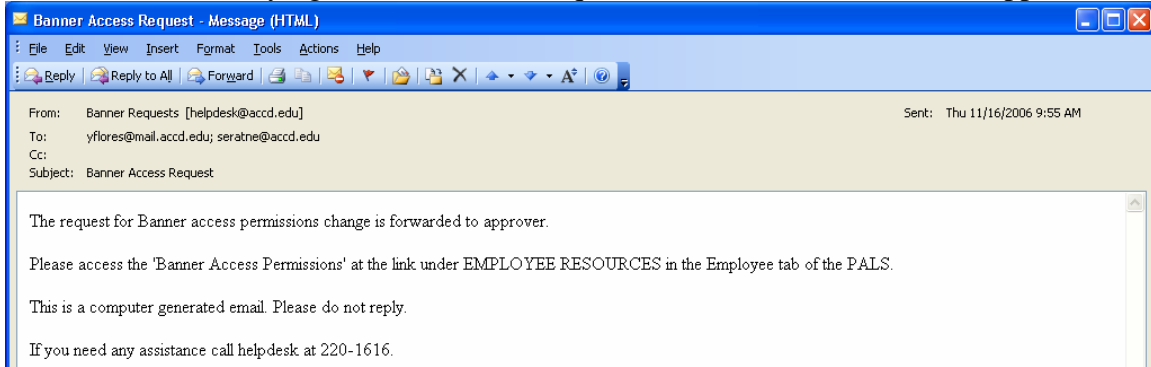
Date of Submission	Type of Request	Regarding	Pending Approval Of	Since	
11/16/2006 9:55:26 AM	Add Trainee	nmorales51	Usha Venkat	11/16/2006 9:55:26 AM	Details

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

Approvers:

Date	Approver	Approval	Comments
11/16/2006 9:55:26 AM	Yescenia Flores	Submitter	

Once a Request is submitted, the Requestor receives an email (sent to @mail.accd.edu PALS address) notifying him/her that the request has been forwarded to the Approver:



Once a Request is submitted, the Approver also receives an email (sent to @mail.accd.edu PALS address) notifying him/her of a pending approval.

