



# Information Technology Services

## Requesting Banner INB Authorization

**Purpose:** Internet Native Banner (INB) is the administrative interface to Banner that allows authorized users to perform administrative duties within major functional areas including: Finance, Financial Aid, General, Human Resources, and Student information. This is a closed system that allows access only to authorized users with legitimate functional duties. Access to Banner INB is granted by position.

1. To request INB access for a new employee, when completing the Network User Authorization Form check the box *“Will This Position Require Banner Access?”*
2. To request INB access for a change of position, when completing the Change of Position Form check the box *“Will This Position Require Banner Access?”*
3. Upon receipt of the approved form, ITS Operations staff will setup the account and send a notification to the user's employee email when completed.