# Requesting Access to Banner

Supervisors should follow the steps below to initiate the creation of a Banner account or addition of security classes or database roles for faculty, staff, student employees, and vendors.

[Click here to view a more in-depth version of these instructions](#).

1. Initiate a request to the Security Coordinator through [inbanreq@lehigh.edu](mailto:inbanreq@lehigh.edu) or a Jira Enterprise Software Help Request. The request must include:

   - User ID
   - Name
   - Department
   - Title
   - Campus Address

   - List of User Classes to be assigned
   - List of Database Roles to be assigned
   - Banner instance names
     (ex: PPRD, TEST, TRNG)

2. The Security Coordinator will work with the appropriate Data Steward or Data Manager to obtain the appropriate approvals for the classes and roles.

   > Argos Dashboards: If an employee needs access to any Argos Dashboards, include the folders the user needs access to. The Security Coordinator will request the appropriate approvals and assign the Active Directory groups for access.

   > Desktop Finance: [Fill out this form](#) to request access to Desktop Finance and submit it to the Controller's Office ([inctr@lehigh.edu](mailto:inctr@lehigh.edu)).

3. Supervisors must request initial Banner training with Enterprise Systems by creating a Jira request for Banner Access/Training. Banner training will cover logging in and basic navigation.

4. The new employee must successfully complete the appropriate training and sign the security statement (FERPA) within 1 month of beginning their employment.

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⚠ Subsequent requests for access to additional Banner modules for current Banner users require the same process outlined above.

Failure to complete the Banner training and sign-off within 1 month of start date will result in suspension of Banner privileges until training is completed.

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