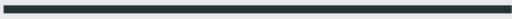
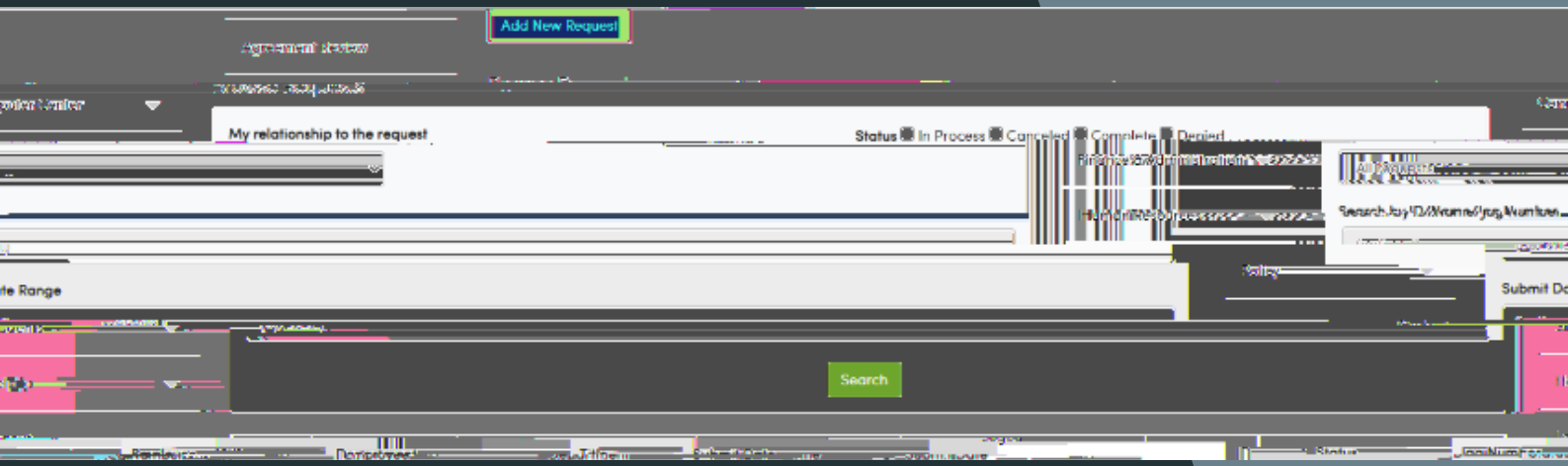


DocRoute



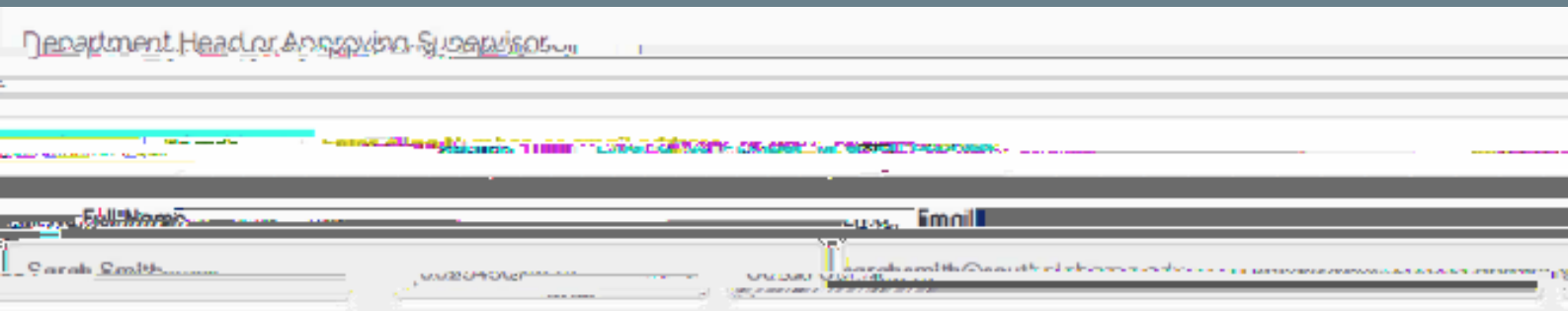
F S . & F E R B A C A



Enter a Jag Number or an email address, then click on Search. This form will allow you to request Banner Security for yourself, or on behalf of another employee. The fields in gray will prefill.



Enter the Department Head/Approving Supervisor's Jag Number or email address. The gray areas will prefill.



Requesting

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Details

Requested Action *

Contact Phone *

Additional Notes / Comments

Security Type

Security Type *

HR/Payroll

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Repeat this process for each Organization's access you are requesting.

A screenshot of a web form for requesting access. The form includes a header with the text "Requesting Access for Organization". Below the header, there are several input fields: "Requested Action" (with a dropdown menu), "Contact Phone" (with a text input field), and "Additional Notes / Comments" (with a text area). At the bottom of the form, there are two buttons: "Save" (in green) and "Cancel" (in grey). The form is partially obscured by a dark overlay on the left side of the page.

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Security Source *
Copied from an existing employee

User to Copy

Job Number	Name	Department	Position
J00345678	John Bond	Business Office	Supervisor

-----OR-----

Security Cause

Need general Banner Finance access and also need access to run ZFCR and Student Status Report

