

Banner Class List Administrator

Registrars – Assist ClassListAdmin Role

Intended/Type of Requestor: Administrators and users who need access to manage class list for multiple faculty members. This is usually for department admins who assist faculty. Banner ID *needed for access*.

Instructions:

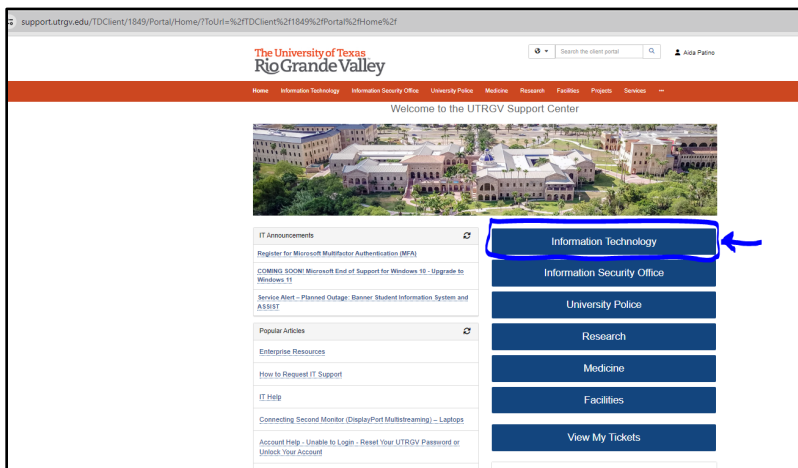
Step 1: Go to my.utrgv.edu, log in.



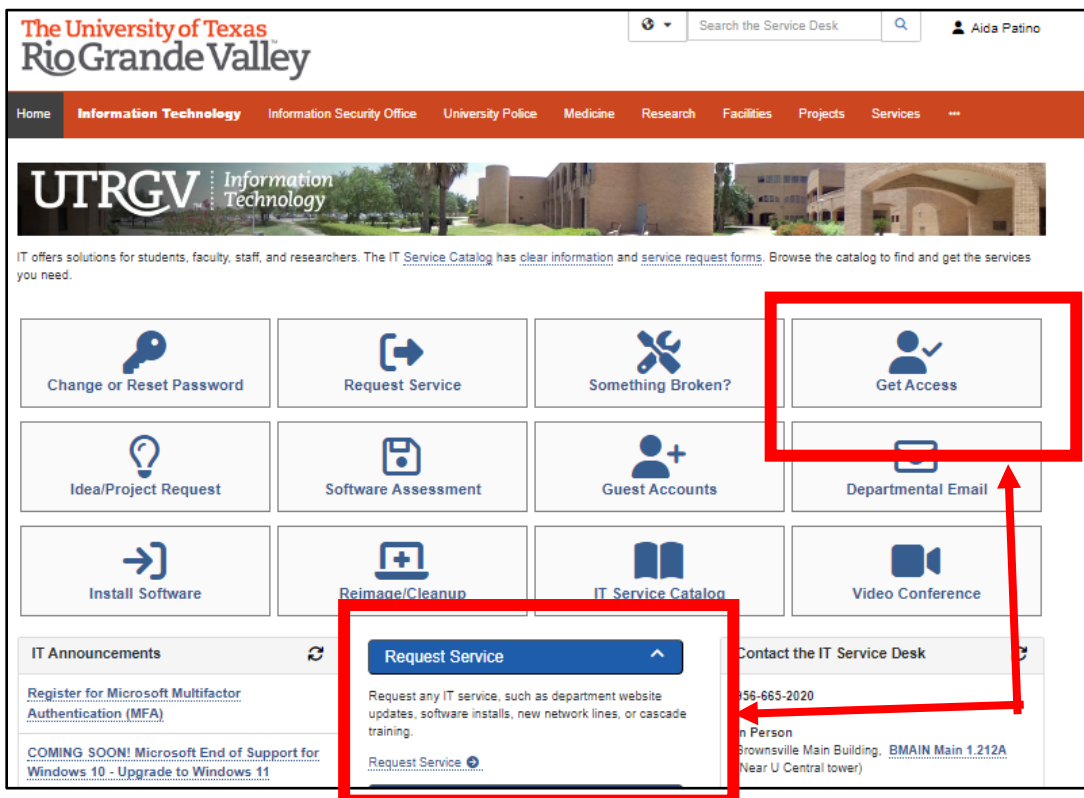
IT Support Center

Step 2: Click on IT support center.

Step 3: Click on the information Technology Button.



Step 4: Click on either the get access icon or the blue hyperlink on the blue accordion button.



Step 5: Fill out form

Requestor: Person needing the access. You may type in email address in this field.

Category: Banner

Resource: Registrars – Assist ClassListAdmin Role

Application Role: Admin Support

Description: Make sure to add a justification in the description box and what access you will need to view. Like view run class schedules, review course information, etc....

***Note: See example below.**

Get Access!

Show Help

Hide Help

Request access to a University business resource: PeopleSoft, Banner, File Shares, Departmental Emails, etc.

Attachment

Browse...

No file chosen

Requestor *

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Category *

Banner

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Resource *

Registrars - Assist ClassListAdmin Role

X

Registrar's Assist ClassListAdministrator Role *

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If this request form is being submitted to obtain access to federally-protected student data as defined by the U.S. Department of Education under the Family Educational Rights and Privacy Act (FERPA) of 1974, it is with the understanding that both the immediate supervisor and employee gaining access fully recognize that only data pertinent to the employee's scope of responsibilities is to be utilized, and abuse of this access is considered a violation of FERPA. Under no circumstances is protected student data to be shared or discussed with individuals who do not have a documented legitimate educational interest in the student data being accessed.

EULA Agreement

EULA Agreement approval is now via EMAIL

Request

Also, if you need assist access that is a different ticket.

Step 6: Click on Request button to submit.

Step 7: Check your email and approve your access request as well as following up with your supervisor to approve request.

Step 8: Wait for workflow approvals to be completed.

Step 9: Receive email that access has been approve!

Step 10: Log in and navigate in Banner Admin!

Note: Justification is needed in the body of each ticket request. Educational interest must be determined and is based on employee's job description. Other restrictions may apply. Roles determined by Data owners and system admin.