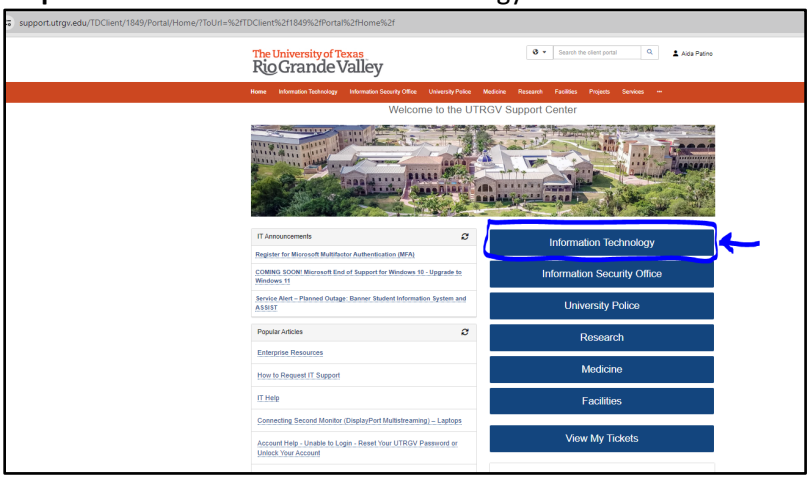
Request Access to Banner Admin

Instructions:

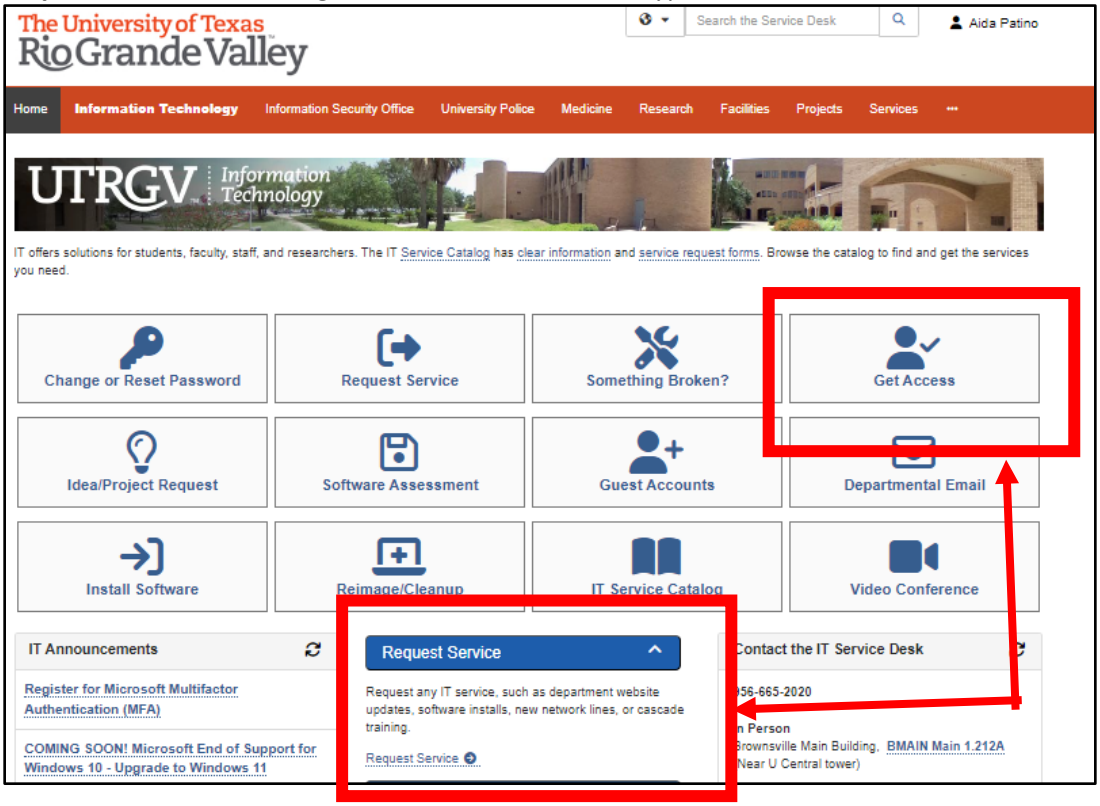
Step 1: Go to my.utrgv.edu, and log in.

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.



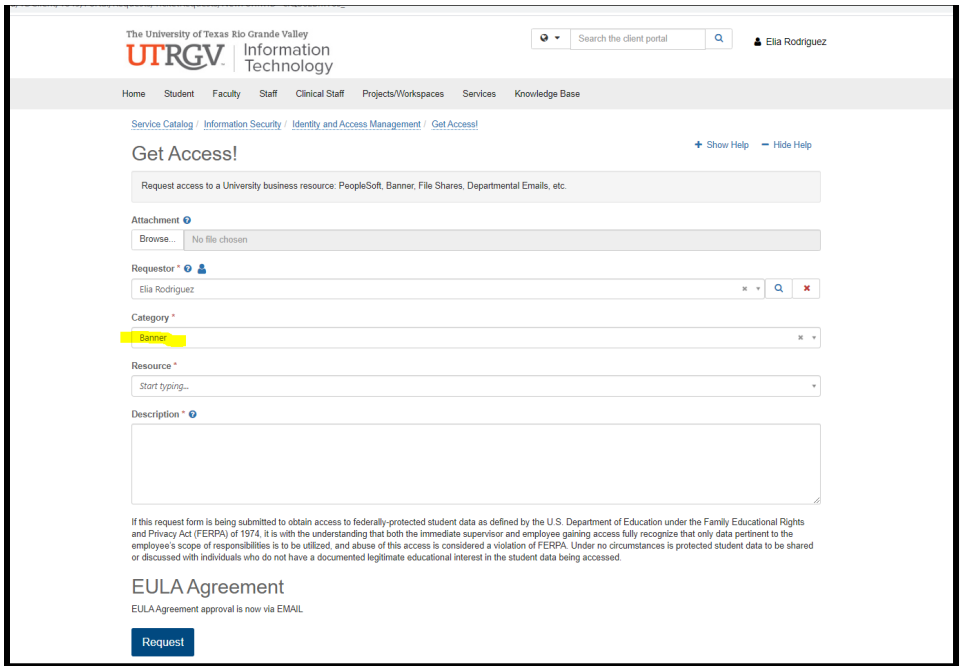
Step 5: Fill out form and click on submit.

*NOTE: do not submit a request on behalf of another user. The Requestor must submit their own ticket since Terms & Conditions are accepted at the time of submittal.

Requestor: Person needing access. You may type in email address in this field.
Category: Banner
Resource: Registrar's – Banner Admin
Application Role: Select your Banner role if you know it but you don't selec**t** Not Available / Uncertain
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.

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 approved!
Step 10: Log in and navigate in Banner Admin!