

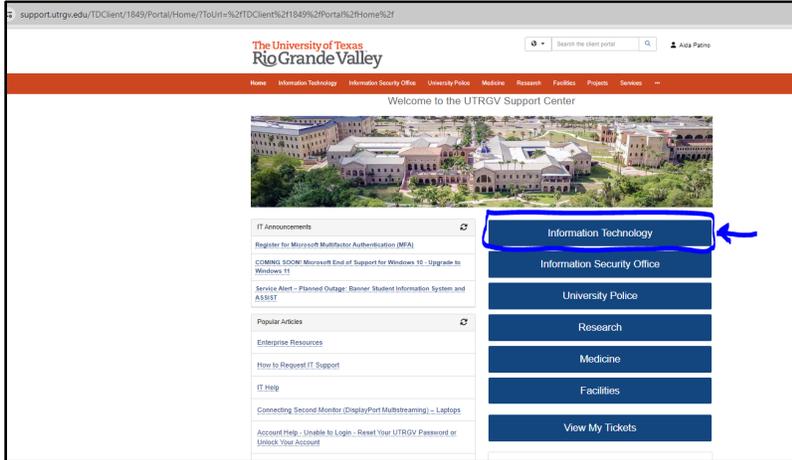
Instructions:

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

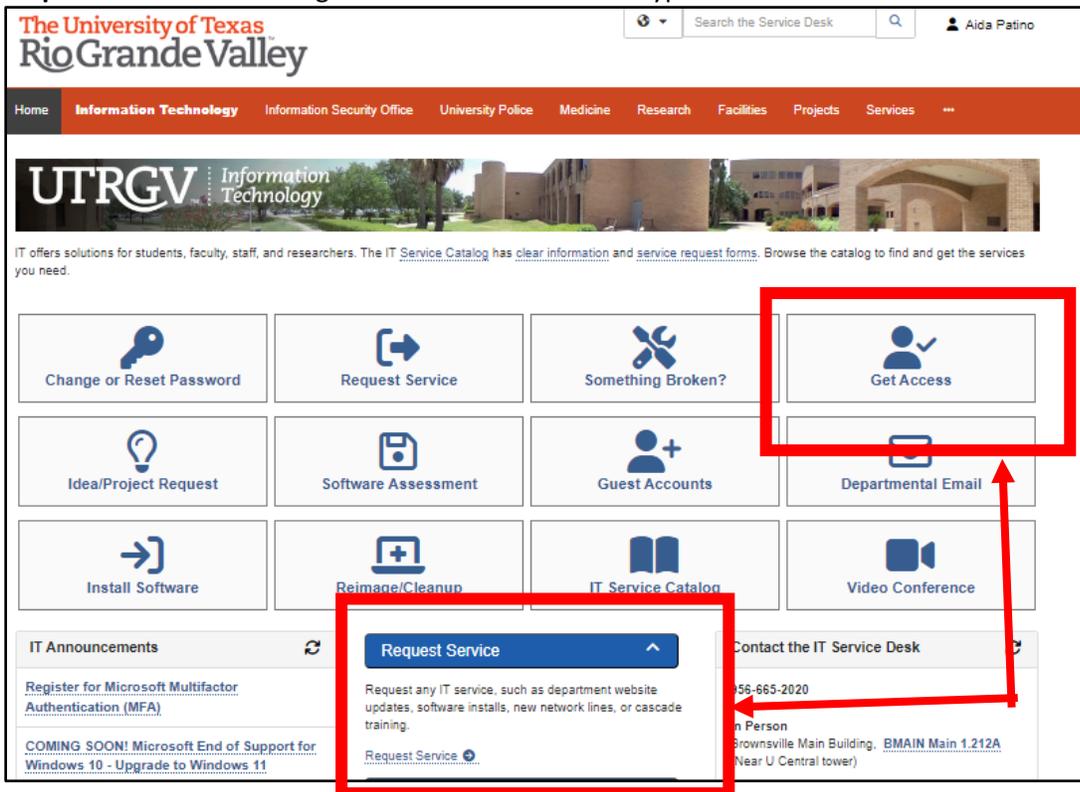


Step 2: Click on IT support center.

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 select 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.

The screenshot shows the 'Get Access!' form on the UTRGV Information Technology portal. The form is titled 'Get Access!' and includes a search bar for the client portal. The user is identified as Elia Rodriguez. The form fields are: Request access to a University business resource: PeopleSoft, Banner, File Shares, Departmental Emails, etc.; Attachment: No file chosen; Requestor: Elia Rodriguez; Category: Banner; Resource: Start typing...; Description: A large text area for justification. Below the form is a disclaimer about FERPA and a 'Request' button.

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!