



Request for BDM (Banner Document Management) User Account

INSTRUCTIONS:

SECTION 1: User requesting access completes **Section 1**.

SECTION 2: Approval by Manager/Supervisor. **Signature is required**

SECTION 3: Select role(s) in front of the BDM Application you require. Signature is required of the business owner in charge of each area.

(Note: Mark all applicable boxes, even if privileges may already have been assigned.)

SECTION 4: Signature of VP for Enrollment Management. This is **mandatory**.

SECTION 5: Requires Signature of VP for ITS (Only IT Staff)

SECTION 6: Completed by ITS.

Section 1: User Information (Available to all Staff, Deans and Chairs)

Name:		Network ID:	Example: JDoe (John Doe)
Department:		Job Title:	
ASU Email Account:	@asurams.edu	Phone Number:	
User's Signature:		Account Type:	<input type="checkbox"/> New <input type="checkbox"/> Existing

Section 2: Approval by Manager/Supervisor

Approver's Name: (print)		Date:	
Approver's Job Title:		Approver's Phone:	
Approver's Signature:		Approver's Email:	@asurams.edu

Section 3: Access to Other Functional Area(s)

BDM Application:	Access Level Needed:			Functional Area Supervisor's Signature:
B-G-ID: General ID Common	<input type="checkbox"/> Viewer	<input type="checkbox"/> Indexer	<input type="checkbox"/> Admin	
B-S-ID: Student ID Common	<input type="checkbox"/> Viewer	<input type="checkbox"/> Indexer	<input type="checkbox"/> Admin	
B-S-ADMN: Student Admissions	<input type="checkbox"/> Viewer	<input type="checkbox"/> Indexer	<input type="checkbox"/> Admin	
B-S-CRSE: Student Course Info	<input type="checkbox"/> Viewer	<input type="checkbox"/> Indexer	<input type="checkbox"/> Admin	
B-S-SECT: Course Section Info	<input type="checkbox"/> Viewer	<input type="checkbox"/> Indexer	<input type="checkbox"/> Admin	
B-S-DGRE: Student Degree Info	<input type="checkbox"/> Viewer	<input type="checkbox"/> Indexer	<input type="checkbox"/> Admin	
B-R-ID: FinAid ID Common	<input type="checkbox"/> Viewer	<input type="checkbox"/> Indexer	<input type="checkbox"/> Admin	
B-R-TREQ: FinAid Tracking Requirements Info	<input type="checkbox"/> Viewer	<input type="checkbox"/> Indexer	<input type="checkbox"/> Admin	

User's Signature:

Approver's Signature:

SECTION 4: Requires Signature of VP for Enrollment Management	
SECTION 5: Requires Signature of VP for ITS (Only IT Staff)	
SECTION 6: Completed by ITS	Username: _____