

**Advancement Access Request Form**

**This form is used to authorize access to Banner Advancement and COGNOS Reporting. The Employee’s immediate Supervisor MUST complete Part A and return to Advancement Services before access can be granted.**

**PART A - TO BE COMPLETED BY EMPLOYEE’S SUPERVISOR**

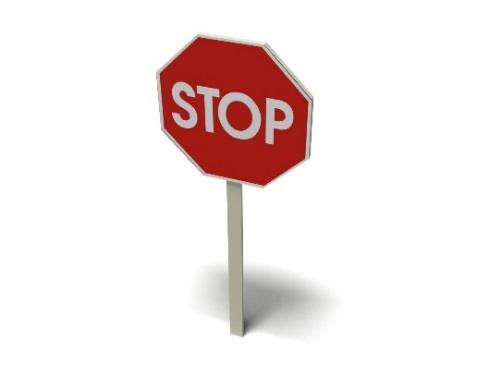
***TYPE OF REQUEST (click ONE)***

|  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| ***EMPLOYEE INFORMATION*** | | | |
| Employee Name: | Click here to enter text. | TUid: | Click here to enter text. |
| Unit/Dept: | Click here to enter text. | AccessNet ID: | Click here to enter text. | |
| Position: | Click here to enter text. | Email: | Click here to enter text. | |
| Primary Function: | Click here to enter text. | | | |

|  |  |  |
| --- | --- | --- |
| 1. Will employee have a portfolio? |  |  |
| 1. Will employee enter Contact Reports for? | themselves | others |
| 1. Will employee enter Proposals for? | themselves | others |
| 1. Will employee need access to Reeher? |  |  |
| 1. Will employee manage Events for any Unit/Department? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***SUPERVISOR INFORMATION*** | | | |
| Supervisor Name: | Click here to enter text. | TUid: | Click here to enter text. |
| Unit/Dept: | Click here to enter text. | AccessNet ID: | Click here to enter text. |
| Position: | Click here to enter text. | Email: | Click here to enter text. |
| Date: | Click here to enter a date. |



*This completes the Supervisory portion of the Request Form, please save a copy for your records and forward to Advancement Services.*



**Advancement Access Request Form**

**PART B - TO BE COMPLETED BY ADVANCEMENT SERVICES**

**Banner User Class Access (select one or more):**

|  |  |  |
| --- | --- | --- |
|  | Alumni Records | **BAN\_ADV\_RECORDS** |
|  | Information Support/Technical Development | **BAN\_ADV\_AIS** |
|  | Alumni Relations | **BAN\_ADV\_ALUM\_RELAT** |
|  | Development Officer | **BAN\_ADV\_DOD** |
|  | Gift Processor | **BAN\_ADV\_GP** |
|  | Gift Processing Manager | **BAN\_ADV\_GP\_MGR** |
|  | Gift Processing Supervisor | **BAN\_ADV\_GP\_SUPV** |
|  | Prospect Research | **BAN\_ADV\_PROS\_RES** |
|  | Query Only | **BAN\_ADV\_Q\_ONLY** |
|  | Special Events **Check if: BAN\_ADV\_ALUM\_RELAT, BAN\_ADV\_DOD** | **BAN\_ADV\_SPEC\_EVNT** |
|  | Designations Creator | **BAN\_ADV\_DESG\_CREATE** |
|  | Computer Services Helpdesk | **BAN\_ADV\_HELPDESK** |
|  | Preferred Email **Check if: BAN\_ADV\_AIS, BAN\_ADV\_GP, BAN\_ADV\_GP\_SUPV, BAN\_ADV\_RECORDS, BAN\_ADV\_STUD\_AIS** | **BAN\_ADV\_TU\_EMAIL** |

**Banner Student Class Access (select one or more):**

|  |  |  |
| --- | --- | --- |
|  | General Student | **BAN\_ADV\_STUD** |
|  | Records Student | **BAN\_ADV\_STUD\_AIS** |

**Cognos User Class Access (select one or more):**

|  |  |  |
| --- | --- | --- |
|  | Advancement Consumers/AAC Consumers | |
|  | Advancement Staff Authors | |
|  | Advancement Staff Query User | |
|  | Advancement Non-Advancement Consumers | |
|  | Advancement Dean Consumers | |
| **Institutional Advancement Administrator Authorization** | | **Date** |
|  | | 2/1/2017 |

Please email completed forms along with a signed confidentiality agreement to the Institutional Advancement Administration Office. For questions, please contact Pam Rollins ([pam.rollins@temple.edu](mailto:pam.rollins@temple.edu) 7-2642).

|  |  |
| --- | --- |
| **FOR INTERNAL USE ONLY** | **Date** |
| **Banner Security Confirmed** | Click here to enter a date. |
| **Cognos Security Confirmed** | Click here to enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOR ADVANCEMENT USE ONLY** | | | |
| **GOAEACC** |  | **APAACTY\***: | Click here to enter text. |
| **GUAIDEN** |  | Click here to enter text. | |

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| **\* APAACTY Codes** |
| **IASTAFF** – Represents the complete “All Staff” list of IA team members |
| **AO** – Advancement Officer/Fundraiser |
| **AR** – IA ACE team member |