Security Access Form for Financial Aid Banner

200 Student Services Building
Blacksburg, VA 24061-0222
On-Line Access Request

Please complete all information:

Name: _____ Virginia Tech ID #: _____

Department: _____ Postal Code: _____

Phone Number: _____ Email: _____

PID: _____ If you do not have a PID, you will need to apply for one.

User Responsibility:
I recognize that I am responsible for protecting confidentiality and security of all data for which I have access. In addition, I understand that I am responsible for any data accessed and/or changed by someone other than myself utilizing my Oracle ID. I realize that this is a hazard should I leave my session open unattended.

_____ _____
Requestor's Signature ***Date***

Request Approval (forms will be returned without proper approval)

_____ _____
Dean/Director/Dept Head Signature ***Date***

Please check the area for which you are requesting access:

- ❑ Graduate/ Undergraduate Admission personnel (Inquiry)
- ❑ Bursar Personnel (Inquiry)
- ❑ Bursar Personnel (Update) Please indicate update need:_____
- ❑ Registrar Personnel (Inquiry)
- ❑ Departmental for Scholarship Inquiry
- ❑ Veterinary Medicine (Inquiry)
- ❑ Departmental for FWS (Inquiry)
- ❑ Financial Aid Student Employee
- ❑ Financial Aid Staff

OSFA Use Only

Date received: _____ Date IRM Request Submitted: _____

Classes Requested: BAN_AM_FA_____ BAN_AS_FA_____
BAN_AM_FA_____ BAN_AS_FA_____
BAN_AM_FA_____ BAN_AS_FA_____
BAN_AM_FA_____ BAN_AS_FA_____

❑ See Attached Sheet

Instance: ❑Production ❑PreProd ❑BannerDevelop ❑Develop

_____ _____
Approval Signature Date