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**

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- [ ] See Attached Sheet

Instance: [ ] Production  [ ] PreProd  [ ] BannerDevelop  [ ] Develop

__________________________
Approval Signature

Date