How do I request Banner Admin access?

Tell Me

In order to request Banner Admin access you will need to:

1. Electronically accept the Confidentiality Agreement
2. Complete the online Security Awareness Training
3. Follow the additional instructions below for the appropriate Banner module

Finance and/or Human Resources Access:

1. Complete the online Banner Finance Training in Canvas
   a. Log into Canvas, then from the green sidebar click on Courses > Training-Banner Finance
2. Fill out and route the Banner Finance/49er Mark Access Request form to the indicated area.
   a. Note: Access to Banner Finance requires the completion of the form with appropriate approvals and is NOT automatic upon completion of training.

Student Access:

1. Fill out the online request form to request Student Banner access.
   a. Note: Access to Banner Student requires the completion of the form with appropriate approvals and is NOT automatic upon completion of training.

Financial Aid Access:

1. Email from the staff's supervisor should be sent to the Financial Aid Security Administrator at finaid@uncc.edu requesting access to the Financial Aid forms in Banner.

Advancement Access:

1. Email from the staff's supervisor should be sent to the Banner Advancement Security Administrator requesting access to the Advancement forms in Banner.

For additional questions, please contact the Banner Module Security Administrator

<table>
<thead>
<tr>
<th>Area</th>
<th>Banner Module Security Administrator</th>
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</thead>
<tbody>
<tr>
<td>Student</td>
<td>Jessica Miller, Ryan McAllister</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:enrolltech@uncc.edu">enrolltech@uncc.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>LaTonja Miller, <a href="mailto:lbmille1@uncc.edu">lbmille1@uncc.edu</a> or Robert Green, <a href="mailto:rfgreen@uncc.edu">rfgreen@uncc.edu</a></td>
</tr>
<tr>
<td>Advancement</td>
<td>Eddie Fincher, <a href="mailto:efincher@uncc.edu">efincher@uncc.edu</a> or Cleo Widmaier, <a href="mailto:cswidmai@uncc.edu">cswidmai@uncc.edu</a></td>
</tr>
<tr>
<td>Finance/HR</td>
<td>Mark Haire, <a href="mailto:finsystems@uncc.edu">finsystems@uncc.edu</a></td>
</tr>
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Related FAQs

- How do I email my class from Banner Self Service?
- How do I view or order my transcript?
- How do I register for classes?
- What is Banner Self Service and how do I login?
- How do I update my campus address in Banner?