How to sign up for a new Banner Finance account

STEP 1: Go to our Faculty & Staff Online Forms page:

http://www.msubillings.edu/Technology/OnlineForms/

STEP 2: Click on the **Banner Account Request/Change Form** link in the Information Technology forms section
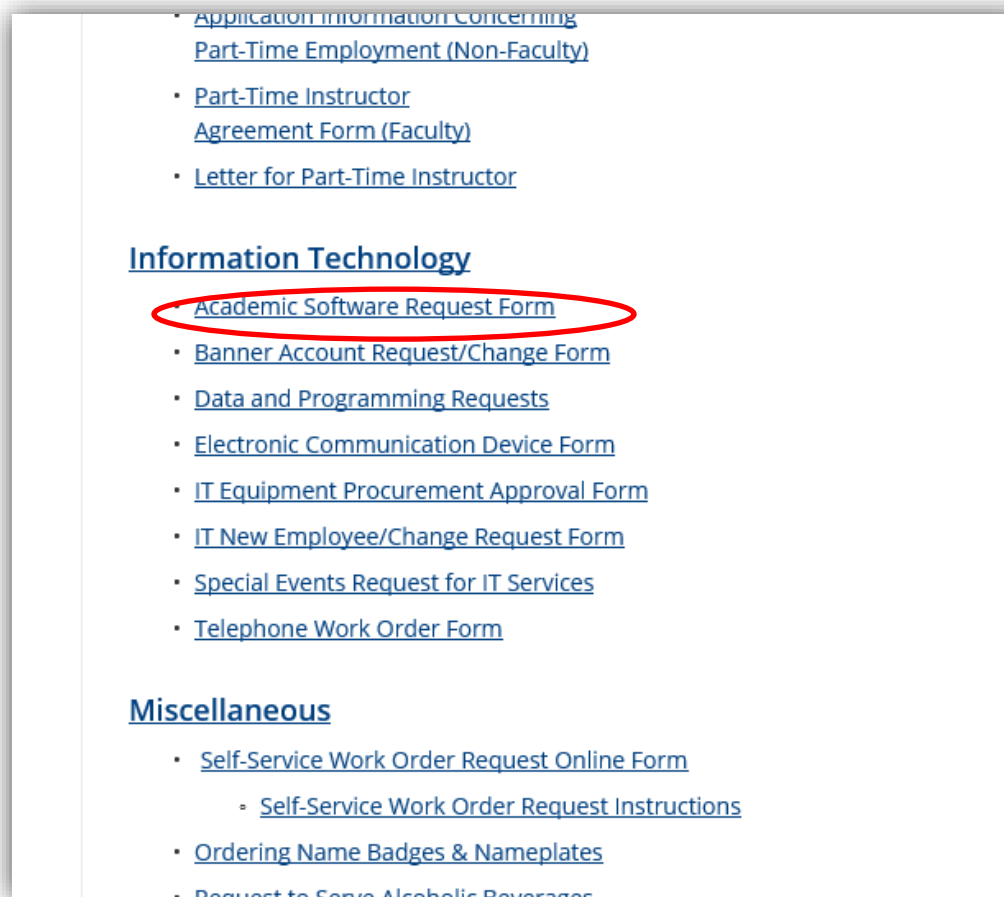
STEP 3: Check-out a Banner Navigation training CD at the information desk in McMullen Hall (1st floor)

STEP 4: Click on the link below to access the ITC Banner Account Request form

MONTANA
STATE UNIVERSITY BILLINGS

Search pages & people

MSUB LINKS

Technology / Online Forms /

Banner Account Request

About MSU Billings

Allied Health Professions

Arts & Sciences

Business

Education

City College

MSUB Extended Campus

Career Services

Degrees & Programs

MSUB Home

In order to obtain a **Banner Account** you need to complete the following:

1. Complete the Banner 9 Navigation Training by opening a web browser and browse to http://www.montana.edu/bannertraining. Log in with your NetID and password. Under Banner 9 Navigation, click **Banner 9 Navigation Training Video**.

2. Complete the online account request form by going to the following link. When you complete this form it is helpful to include the name of a current or former employee's account to model the access after (i.e. whoever held your role previously)

   http://www.montana.edu/itcenter/banner/banner_account_request.php

Contact information for Student:

Registrar's Office
registrar@msubillings.edu
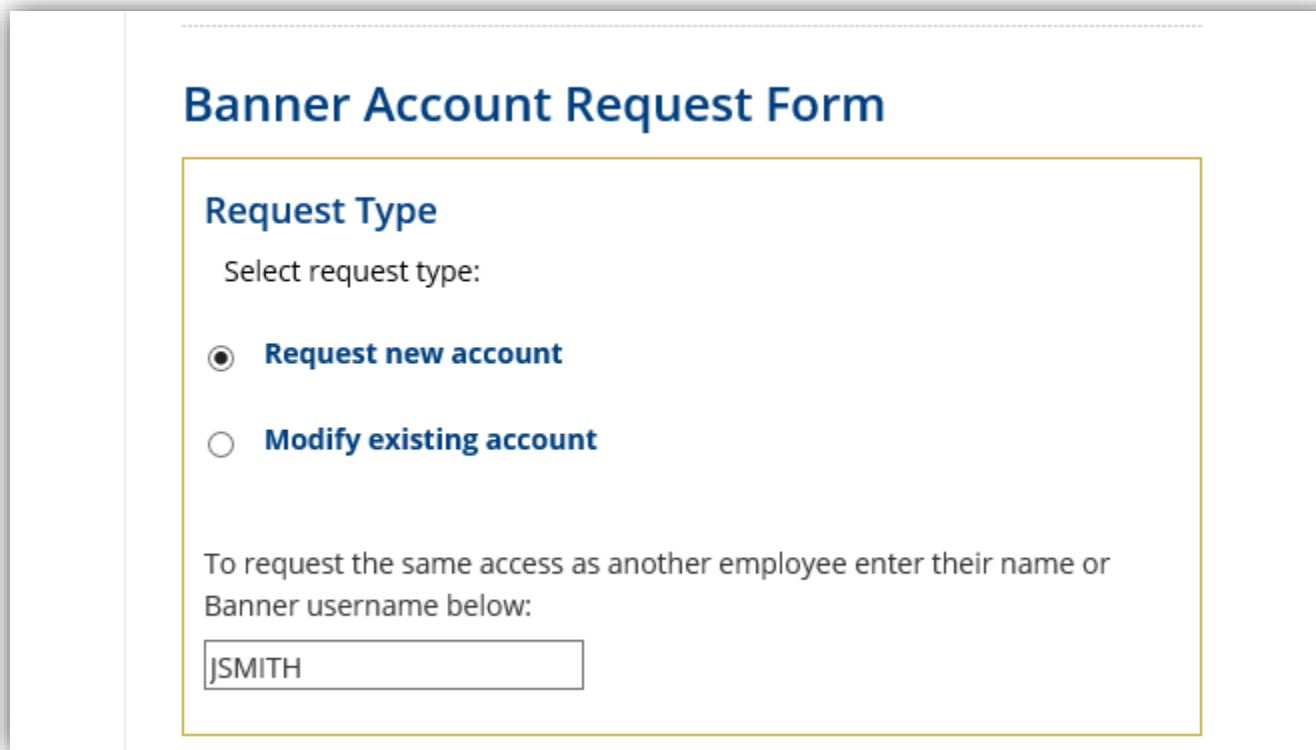406-657-2158

Contact information for Finance:

Rebecca Emter
rebecca.emter@msubillings.edu
406-657-1682

Montana State University Billings
1500 University Drive
Billings, MT 59101
406-657-2011
1-800-565-6782

STEP 5: Select "Request new account"

Banner Account Request Form

Request Type

Select request type:

◉ **Request new account**

○ **Modify existing account**

To request the same access as another employee enter their name or Banner username below:

JSMITH

STEP 6: To request the same access as another employee, enter their name or Banner username

STEP 7: Complete Contact Information for the New User and their immediate supervisor

Contact Information

*First name [John]

*Last name [Doe]

*Campus [Billings ▼]

*Department [Financial Services]

*Email [john.doe@msubillings.edu]

*Phone [4066572131]

*Last 4 digits of GID/MSU ID [1234]

*Please indicate your employee role:

○ **Faculty**

◉ **Staff**

○ **Student Worker**

○ **Other**

*Enter supervisor contact info:

*First name [Jane]

*Last name [Doe]

*Phone [4066572131]

*Email [jane.doe@msubillings.edu]

STEP 8: Check the box next to "Finance" to request Finance access. If access to the Banner Report Web is needed, check the box next to "Reporting"

Module & Account Access

Select the modules, access, and authorization you need :
One selection is required.

☐ Accounts Receivable

☑ Finance

☐ Financial Aid

☐ Human Resources

☐ Student

☐ Web Time Entry [WTE] Approver

Need Financial Organizational Access?

OPTIONAL: Select other account(s) needed :

☐ Appworx

☐ Linux

☑ Reporting

Additional comments regarding modules, accounts or reporting:

Training

Your new Banner account will not be activated until you have received **Banner training** (enter date or anticipated completion date below).

Enter the date you **have attended** or **will attend:**

* **CD Training** 5/1/2019

STEP 9: Your new Banner account will not be activated until you have received Banner training. Indicate the date you completed the online training video in **CD Training**.

STEP 10: Read and sign the Confidentiality and User Responsibility Statement

Access to administrative data will be determined by the requirements of my job, and therefore I am only authorized to retrieve this data on a "need to know" basis.

I agree to comply with all institutional policies on security, computer access, confidentiality of data, data standards, and data integrity.

I am aware that any violation of these policies may lead to the immediate suspension of my computer privileges. I understand that unauthorized release of sensitive or restricted information is a breach of data security and may be cause for disciplinary action, which could include dismissal.

To indicate that you have read and agree to the terms in the **Confidentiality and User Responsibility Statement** please enter your full name:

John Smith

STEP 11: Submit Request

Enter additional comments or questions below.

Submit Request

When your new Banner account is set up, you will receive an email from bannersecurity@montana.edu communicating your username and instructions on receiving your temporary password.

Request for Banner Finance On-line Access Form

To obtain Index access, complete this form and return it to the Financial Services office, McMullen Hall Room 309

Contact information:

Rebecca Emter

rebecca.emter@msubillings.edu

406.657.1682

MONTANA STATE UNIVERSITY BILLINGS
Access & Excellence

Request for Banner Finance On-Line Access

Name: _____John Doe_____ Ext: __2131__

Department: ___Financial Services___ Date: _3/25/15_

Banner User Name: ____JDOE____

Please list each Index that you will need Banner access to. Also, please check the box if you will need Purchasing Card access to any of the Indexes listed.

INDEX	FUND	ORGN	INDEX NAME	Purchasing Card Access
630136	627120	634114	Library Services	☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Approval for access:

_____   _____
Fund Controller Signature   Date

_____   _____
Director of Financial Services   Date

Please return completed form to Financial Services, McMullen 309

Online Form: http://www.msubillings.edu/financialservices/pdf/Banner%20Request%20for%20On-Line%20Access.pdf