

Banner - Requesting a Banner Account

Banner accounts are created on a request basis. Any faculty or staff member may request a Banner account for another employee. However, this request is subject to approval by the departmental liaison. Requests must be made electronically from [FoxLink](#). The request form may be found under the Employee tab – Administration – Request Forms.

Upon receiving the request and confirming departmental approval, the individual will be contacted via email including a statement of Administrative Responsibility and Confidentiality. Upon receipt of agreement to the statement, the individual will be contacted via email with his/her Banner username and password. If the new user does not have a campus e-mail address, the notification will be sent to the department's liaison.

Banner accounts are typically created within 3 college working days from the date of the approval.