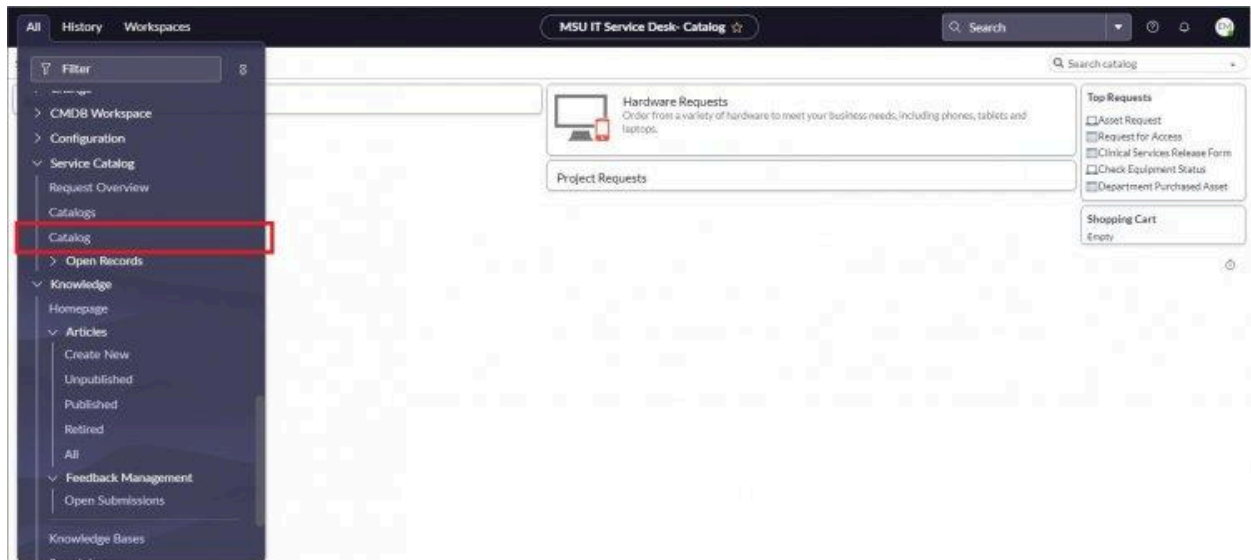


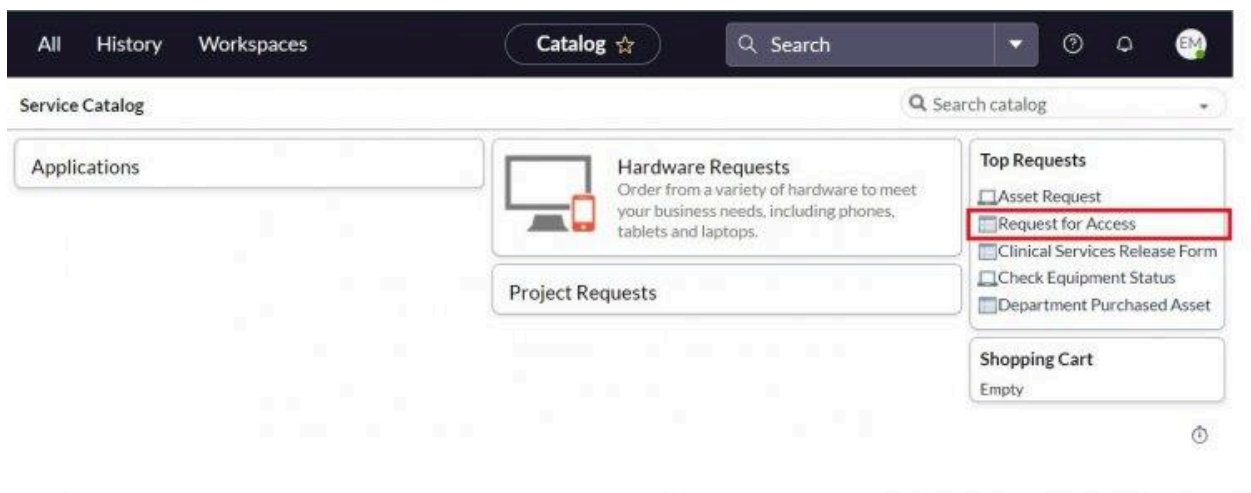
How to Create an Access Request for Banner Access or Banner Reporting Access

Go to <https://montclair.service-now.com/>.

1. Click on "ALL" on the top left.
2. Scroll down to "Catalog" and click on it



3. Choose Request for Access.



4. Choose either “New User” or “Modify Existing User”.

MSU IT Service Desk- Request for Access

Service Catalog > Top Requests > Request for Access

Request access to applications, tools or databases.
Please complete this form to request application or reporting access. Please be sure to include all the requested details.

✱ User type

☐ -- None -- ☒ New User ☐ Modify Existing User

✱ Access to

☒ -- None -- ☐ Business Application ☐ Reporting

✱ Grant access to the following users (please include yourself if you need access)

✱ Purpose/Justification

✱ List the Roles, Objects, Packages or Functional Areas

-- Submit --

5. Choose “Business Application” or “Reporting”.

MSU IT Service Desk- Request for Access

Service Catalog > Top Requests > Request for Access

Request access to applications, tools or databases.
Please complete this form to request application or reporting access. Please be sure to include all the requested details.

✱ User type

☐ -- None -- ☒ New User ☐ Modify Existing User

✱ Business Application

✱ Access to

☐ -- None -- ☒ Business Application ☐ Reporting

✱ Environment

None

✱ Instance

✱ Grant access to the following users (please include yourself if you need access)

✱ Purpose/Justification

✱ List the Roles, Objects, Packages or Functional Areas

-- Submit --

- Click the magnifying glass and choose the desired business application from the list.
(i.e., **Banner Registration**).

The screenshot shows the 'Request for Access' form in the MSU IT Service Desk. The form includes fields for 'User type' (None, New User, Modify Existing User), 'Business Application', 'Purpose/Justification', and 'List the Roles, Objects, Packages or Functional Areas'. A search icon is highlighted in the 'Business Application' field. An overlay window titled 'Business Services' is open, displaying a table of services. The 'Banner Registration' service is highlighted in red.

Name	Manufacturer	Class	Location	Assigned to	Model ID
Banner Admissions	(empty)	Business Service	(empty)	(empty)	Unknown
Banner Financial Aid	(empty)	Business Service	(empty)	(empty)	Unknown
Banner Registration	(empty)	Business Service	(empty)	(empty)	Unknown
Banner Student Accounts	(empty)	Business Service	(empty)	(empty)	Unknown
Navigate	(empty)	Business	(empty)	(empty)	Unknown

- Provide Purpose/ Justification for the request and your supervisor name and if they have approved your access.

The screenshot shows the 'Request for Access' form with the 'Business Application' field set to 'Banner Registration'. The 'Environment' dropdown menu is open, showing options: None, Production, Staging, QA, Test, Development, Demonstration, Training, and Disaster recovery. The 'Production' option is highlighted in red. The 'Purpose/Justification' field is empty.

- Click the magnifying glass under Instance and choose the desired business application from the list. (i.e., Banner Registration Prod).

Request access to applications, tools or databases.

Please complete this form to request application or reporting access. Please be sure to include all the requested details.

Exists in categories

* User type
☐ -- None -- ☒ New User ☐ Modify Existing User

* Business Application
Banner Registration

* Access to
☐ -- None -- ☒ Business Application ☐ Reporting

* Environment
Production

* Instance
[Magnifying Glass Icon]

* Purpose/Justification

* List the Roles, Objects, Packages or Functional Areas

Database Instances | MSU IT Service Desk - Google Chrome

montclair.service-now.com/cmdb_ci_db_instance_list.do?sysparm_target=IOfa3815e644386000509d49f0310c7718sy...

Database Instances

Name	Manufacturer	Class	Location	Assigned to	Model
BannerRegistrationProd	(empty)	Oracle Instance	(empty)	(empty)	Unknown

When Requesting Banner Reporting Access, you must choose the Cognos Tool in the Tools drop-down.

- Provide the Purpose/Justification for the request, your supervisor's name, and if they have approved your access.
- List the Banner Roles/ Groups in the box List the Roles, Objects, Packages or Functional Areas" (See List below).
- Click Submit.

Service Catalog > Top Requests > Request for Access

Request access to applications, tools or databases.

Please complete this form to request application or reporting access. Please be sure to include all the requested details.

Exists in categories

* User type
☐ -- None -- ☒ New User ☐ Modify Existing User

* Business Application
Banner Registration

* Access to
☐ -- None -- ☒ Business Application ☐ Reporting

* Environment
Production

* Instance
BannerRegistrationProd

* Grant access to the following users (please include yourself if you need access)

* Purpose/Justification

* List the Roles, Objects, Packages or Functional Areas

-- Submit --

NOTE:

- Once the department approves, authorizes the request, it goes to the Office of the Registrar group for approval.
- Snow tickets are then reassigned to the Information Technology Division to create access after the Office of the Registrar group approves your request.
- When all the tasks are complete, the request is marked as complete, and an email notification is sent to the requestor and all the members of the approval groups.
- If the request is not approved by any of the approval levels, then an email will be generated to the requestor, and the ticket will be closed. The requestor will need to open a new request ticket with more detailed information supporting their request and indicating supervisor approval.

Banner Business Applications Available

Banner Registration: Access is authorized by the Registrar, Aylin Solu-Brandon.

Student Academic Record Includes:

- Admissions application, letter of admission, transcripts from previous schools, transfer credit evaluation (Degreeworks)
- All records of courses taken at Montclair State—registration information and all grading, including grade changes, as well as related comments
- Registration history
- Student GPA, academic standing, majors, program, concentration, minors
- Comments related to student's academic attendance and standing
- Student transcript
- Class rosters, enrollments
- Graduation application and degree information
- Latin honors and dean's list information

- For the purposes of student record review as permitted per FERPA, all comments and notes posted by advisors and faculty
- Student attribute and cohort information is all information about a student connected to their record.
- Student Addresses, emails, phone numbers

Banner Cognos Reporting

- Registrar–Restricted Reports
- Registrar –University Reports