THE AMERICAN UNIVERSITY IN CAIRO
University Information Systems(UIS)

BANNER ACCESS AUTHORIZATION FORM

Date: DD / MM / YYYY **Creation of New Banner user ID:** ○ **Deletion of Operator ID:** ○

Faculty: ○ **Staff:** ○ **Administrator:** ○ **Student:** ○ **Part Time:** ○

Name: _____

Staff ID: _____

Position/Title: _____

Department: _____

Mail Code: _____ **Building & Room No:** _____

Extension: _____ **AUC Email:** _____

Please note that failure to fill out this form completely and correctly will result in the return of the form and a delay in processing your request.

Acknowledgement of Confidentiality (Departments)

I understand that The American University in Cairo systems contain sensitive and confidential information. In accordance with University Policy and the Code of Academic Ethics (www.aucegypt.edu/resources/acadintegrity), I will maintain adequate security precautions for access, use, retention and disposal of student data. I certify that the BANNER User ID(s) will be used for work justified by the programs of The American University in Cairo university systems. I understand that illegal use of data, computers, computer programs, systems or networks or supporting documentation is a violation and is therefore, punishable.

User Signature _____ **Date** _____ **VP/Dean/Department Head Approval** _____ **Date** _____

BANNER Module Access Approval

○ **Registrar** _____ **Date** _____

○ **SCE** _____ **Date** _____

○ **Controller** _____ **Date** _____

○ **Enrolment/Admissions** _____ **Date** _____

○ **Housing** _____ **Date** _____

○ **SFA / LEAD** _____ **Date** _____

○ **NYO** _____ **Date** _____

○ **Engineering & Science Services** _____ **Date** _____

Email to **Support@aucegypt.edu** ***or Send to UIS, mail code 11G03***

UIS ONLY

User ID: _____ **System #** _____ **Operator #** _____

Created by: _____ **Date:** _____

(Print Now) **(Reset Form)**