Access to Banner

Banner is the University's administrative information system. The system is comprised of five core modules: Advancement, Finance, Financial Aid, Human Resources and Student. Below are guidelines governing users obtaining access to the Banner system. **Users must attend Banner Navigation training before requesting access to any area in the Banner system.**

- All persons requesting a **Banner Account** must complete the **Banner Account Request Form**. Completed forms should be returned to Adrienne Oliver, CPO #2410. For more information, call 828-232-5005 or email aoliver@unca.edu.

- All persons requesting access to **Banner Advancement** must complete the **Banner Advancement Functional User Access Request Form**. Completed forms should be returned to Julia Fuog Caudill, CPO #1800. For more information, call 828-251-6016 or email jcaudill@unca.edu.

- All persons requesting access to **Banner Finance** must complete the **Banner Finance Functional User Access Request Form**. Completed forms should be returned to Lydia Gossett, CPO #1422. For more information, call 828-251-6818 or email lgossett@unca.edu.

- All persons requesting access to **Banner Financial Aid** must complete the **Banner Financial Aid Functional User Access Request Form**. Completed forms should be returned to Beth Bartlett, CPO #1330. For more information, call 828-251-6506 or email bbartlet@unca.edu.

- All persons requesting access to **Banner Human Resources** must complete the **Banner Human Resources Functional User Access Request Form**. Completed forms should be returned to Lisa Honeycutt, CPO #1450. For more information, call 828-232-6016 or email lhoneyc@unca.edu.
- All persons requesting access to **Banner Student** must complete the **Banner Student Functional User Access Request Form**. Completed forms should be returned to Debbie Race, CPO #1370. For more information, call 828-251-6417 or email drace@unca.edu.

- All persons requesting update access to shared General Person information are responsible for being familiar with the University's **Banner Data Standards Manual**.