Banner Accounts

Agreement Forms
Banner Account Request Form

Employees
Banner accounts are available only to University of West Georgia employees whose jobs require they work within the Banner system.

Accounts in Banner must be requested by a supervisor. The account will not be created until the employee has had their personal information added by Human Resources. The personal information includes such items as birthdate and Social Security number, as well as mailing address(es).

Once the employee’s information has been added to Banner, the request for a Banner account and the desired access must be sent by the new employee’s supervisor to our Banner security person, currently Joe Geter. A personal access class will be created that contains all of the desired access.

As new programs are created in Banner, individual access will be granted to an individual’s access class as needed. If the desired program contains information that is part of another office’s “domain”, the data custodian department must grant permission for access. Examples of forms and their data custodian would be:

SGASTDN – Registrar’s office
TSAAREV – Bursar’s office
RPAAWRD – Financial Aid office
SAAADMS – Admissions office

Faculty and staff accounts are removed from Banner upon termination, resignation, retirement or when the account remains inactive for more than four months. Four months allows faculty to keep access over the summer months since most are not on campus during summer semester.

Students depends on the individual departments to terminate.

Expired Banner Passwords
Your Banner password expires every 120 days.