

# ESSEX COUNTY COLLEGE

## INFORMATION TECHNOLOGY

### USER PROFILE MAINTENANCE BANNER FORM

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#### User Information

New account  Additional Banner Access  Banner current username

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Name: \_\_\_\_\_

Affiliation:  Administrator  Faculty  Staff  Other \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Extension: \_\_\_\_\_

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Justification: \_\_\_\_\_

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**If you know a current staff member in your department who has the same access you are requesting, please provide his/her full name:**

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FORM/PROCESS	*F	Area head Initials Required	FORM/PROCESS	*F	Area head Initials Required	FORM/PROCESS	*F	Area head Initials Required

**Department's Director/Chairperson Approval** \_\_\_\_\_

**Dean's Signature (Area Head Approval Required)**

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**DO NOT WRITE BELOW THIS LINE INFORMATION TECHNOLOGY PERSONNEL ONLY**

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**Mohamed Seddiki's Approval:** \_\_\_\_\_

**Processed Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Expiration Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Processed by:** \_\_\_\_\_ **Banner Login Name:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*F = Function [M = Maintenance Q = Query]