



Banner Central Office Security Class Selection

ROUTING
ICT-UCC, MSC 3AT
security_admin@nmsu.edu
Phone 646-8221
Fax 8 646-2699

This form is a supplement to the Request for Computer Systems Access Form for Central Office employees. Place a check mark next to the appropriate security class needed for your employee. Custodian signature is required for each section as indicated. This form must accompany the Request for Computer Systems Access Form. **In accordance with ARP 15.40, the Computer & Data Security training must be completed before access will be granted. The online training can be found by logging on to trainingcentral.nmsu.edu.** Scan and e-mail the completed form to security_admin@nmsu.edu, or fax to 8 646-2699 (fax must be dialed as 8 646-2699 even if on campus).

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Employee Name: _____ Aggie ID: _____

Login ID: _____ Department: _____ E-mail Address: _____ Phone: _____

UBAN PBAN SPA AFR UAR Treasury Services

SECTION 2: REQUEST DETAILS

Accounting and Financial Reporting Group

FIN_FISCAL_MONITOR

Printed Name: _____ Signature: _____ Date: _____

AFR Director must authorize the assignment of security classes!

Budget Group

BUD_CUSTODIAN BUD_CLERK

Printed Name: _____ Signature: _____ Date: _____

Budget Director must authorize the assignment of security classes!

Accounting & Finance Associate Controller

FIN_BANK_RECON FIN_COA_MAINTENANCE FIN_FIP
 FIN_GUAUPLP FIN_FIP_CLERK

Printed Name: _____ Signature: _____ Date: _____

Accounting & Finance Associate Controller must authorize the assignment of security classes!

Controller Group

FIN_CUSTODIAN FIN_ADMIN

Printed Name: _____ Signature: _____ Date: _____

Controller must authorize the assignment of security classes!

This request has been Reviewed & Approved by BOS (Excluding HR Office, Payroll Office, & University Accounts Receivable - Non - Centralized)

Printed Name: _____ Signature: _____ Date: _____

Procurement Services

- FIN_CENTRAL_REC FIN_VENDOR_MT
 FIN_PURCH_MANAGER FIN_PROP_PHYSICAL
 FIN_PURCH_CLERK

Printed Name: _____ Signature: _____ Date: _____

Procurement Services Director must authorize the assignment of security classes!

Business Operations Support

- FIN_REPORT_WRITER FIN_SECURITY FIN_CENTRAL_JV
 FIN_FSA_HELP_CTR HR_REPORT_WRITER FIN_SHARED_SVCS

AP

- FIN_AP_CLERK
 FIN_AP_CHECK
 FIN_AP_MANAGER
 FIN_AP_1099

Printed Name: _____ Signature: _____ Date: _____

Business Operations Officer must authorize the assignment of security classes!

Sponsored Projects Account Group

- FIN_GR_CREATE FIN_EEC_ELR HR_PSL_MOD_QUERY FIN_PROP_CLERK
 FIN_RA_MANAGER FIN_ACCTG_CASH_RECEIPT HR_PSL_MOD_MAINT FIN_PROP_MGMT
 FIN_BILLING FIN_FISCAL_MONITOR BCM_ADMIN_SPA
 BCM_QUERY_SPA

Printed Name: _____ Signature: _____ Date: _____

SPA Director must authorize the assignment of security classes!

HR Office (Personnel)

- HR_CUSTODIAN HR_PAY_MANAGER HR_GEN_VALIDATE
 HR_PAY_CLERK HR_BENEFITS HR_GUAUPLP
 HR_EHIRE_PER HR_VIEW BCM_ADMIN_PAYROLL
 HR_EMPLREL HR_BEN_UHC BCM_QUERY_PAYROLL
 HR_MANAGER HR_DATA
 HR_CLERK HR_OIE

EPAF Central Office

Approval

- HR - Personnel
 HR1 – HR Services
 PAY – Payroll
 HRFYI – HR FYI
 HRMGR – HR Managers
 HRIS – HRIS Users

Originator

- Central

Payroll Office

- HR_CUSTODIAN HR_PAY_MANAGER
 HR_PAY_CLERK HR_GEN_VALIDATE

Printed Name: _____ Signature: _____ Date: _____

Director/HR Custodian must authorize the assignment of security classes! (BOS approval not required)

University Accounts Receivable

- AR_CUSTODIAN AR_PROJECTS AR_ADMIN BCM_ADMIN_UAR
 AR_CUST_SERV AR_COLL_SUPV AR_WS_VIEW BCM_QUERY_UAR
 AR_MANAGER AR_GUAUPLP

Printed Name: _____ Signature: _____ Date: _____

UAR Director must authorize the assignment of security classes!

University Accounts Receivable - Non - Centralized

- AR_EXT_CASHIERING AR_EXT_FINAID AR_EXT_SUPPORT
 AR_EXT_CC_STUDSERV

Printed Name: _____ Signature: _____ Date: _____

UAR Director must authorize the assignment of security classes! (BOS approval not required)