New Mexico State University
Records Management and Retention
HR BDMS Security Request Form

Instructions: This form is to be used by Human Resources to request security access to Banner Document Management Suite (BDMS) Applications. The form must be emailed from or signed by one of the people in the "Authorized By" column for the type of access you are requesting. . If you have any questions, please contact the RMR Office (575) 646-8324 or visit http://rmr.nmsu.edu/. E-mail completed forms to rmroffice@nmsu.edu. Note: The System User must have appropriate Banner security access prior to submission of this form.

SECTION 1: WHO IS THE ACCESS FOR?

Date Requested: _____ Employee Name: _____ Employee Title: _____

Banner User Name: _____ Aggie ID: _____ Department: _____

E-mail Address: _____ Phone: _____

SECTION 2: REQUEST DETAILS

Is this   New Access,   Change of Access or   Access Removal?

BDMS Application	Access Requested		Authorized By
B-H-EMPL			
Benefits (no FMLA)	Edit	View/Print	Celeste Uzueta or Gena Jones
Benefits (with FMLA)	Edit	View/Print	Celeste Uzueta or Gena Jones
Employment & Compensation (with Transcripts)	Edit	View/Print	Abigail Denham-Worley or Gena Jones

Transcripts only
Please indicate if you are:
   Community College Staff
   Admissions Staff
   Other, please explain in special instructions
	Edit	View/Print	Abigail Denham-Worley or Gena Jones

Employee & Labor Relations	Edit	View/Print	Maura Gonsior or Gena Jones
B-H-ID (I-9s)	Edit	View/Print	Pamela Roggow

Special Instructions: _____

Authorized by: _____ Date: _____

E-mail   Reset