

BANNER Access Request Process

Requirements for receiving a KCCD INB (Internet Native Banner) account:

All persons requesting an account in Kern Community College District's Internet Native Banner application must meet the following requirements:

1. Must be an employee or Professional Expert with an identity record already created by the KCCD Human Resources department. Exceptions to this requirement must be approved by the Vice Chancellor of Human Resources, Tonya Davis: tonya.davis@kccd.edu
2. As a result of requirement 1 above, there will be a **Banner ID @ number** assigned to your identity in Banner, please obtain that number from Human Resources and submit it on the Banner Access Request. Please DO NOT submit your SSN.
 - a. Those who are not in our Banner database and that are approved the Vice Chancellor of Operations, DBA Services will create a **Banner ID @ number** for you. Please leave that field blank. It is very important that you supply your full legal name (no nicknames) and also any previous last names, in case of changes. If you were a student or an employee in the past, we'll still have your information in our database. This prevents duplicates in our system.
3. Must have a **Network Account** in one of **KCCD's Active Directory Domains (college, bc, cc, pc)**. If you do not have a network account, please contact your supervisor.
4. Must have a college-issued email account (and **NOT** yahoo.com, gmail.com, att.net, etc):
 - a. Administrators, faculty, staff and Professional Experts: the email address you submit must be your KCCD email account made-up of your network **accountName@** and one of these domains:
kccd.edu
bakersfieldcollege.edu
cerrocoso.edu
portervillecollege.edu
 - b. Student workers: Use your COLLEGE ISSUED email address in the format: **firstname.lastname@** one of these domains:
email.bakersfieldcollege.edu
email.portervillecollege.edu
email.cerrocoso.edu

Once you have met all the requirements mentioned above, please continue with the appropriate Request Process starting on page 2

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Request Process 1

Employees new to KCCD, former employees returning to KCCD, current employees being promoted or transferring to another position or location, professional experts and any exceptions approved by the Vice Chancellor of Human Resources:

Fill-in first and then print the Banner Access Request and Training Validation Form: →

[Request Form](#)

NOTE: For an explanation of the various fields in this form: →

[Field Descriptions](#)

Note: Adobe Acrobat Reader is required in order to open the above form. Complete the form per the instructions. **Please do not include your Social Security Number nor any password anywhere on the form.**

1. The Requestor completes page one, prints it and signs at the bottom acknowledging the rules.
2. The Requestor obtains their Supervisor's approval. The supervisor must add their @ number and then review, mark which access is being requested, approve and sign the form. **If the requested account is for a student or temporary worker, then the supervisor must specify an expiration date on the second page.**
3. The supervisor will then submit the form to the appropriate on-campus Module Coordinators, who will check boxes and annotate as required, sign and date their approval and forward it to the next coordinator in sequence or send it to the district office for approvals there:

Table 1

MODULE	BC	CC	PC	DO
Accounts Receivable	Christine Morales x4492	Rebecca Rock x6215	Sonia Huckabay x2403	Carlene Feichter x5035 Tracy Blakemore X5118 Cathi Jacob X5105
Financial Aid	Jennifer Achan x4482	Tiffany Haynes	Erin Cruz x2332 Tiffany Haynes X2447	Brian Tully X5098
Student	Michelle Pena x4318	Heather Ostash x6249	Erin Cruz x2332	Charley Chiang X5173
			Carol Brown x2316	
Finance	→	→	→	Carlene Feichter x5035 Tracy Blakemore X5118 Cathi Jacob X5105
Human Resources	Dena Rhoades x4850	Resa Hess x6259	Anne Vanerhorst x2457	Tonya Davis X5141
Gray background indicates the person currently in the Campus Coordinator role.				

4. After the Coordinators review, annotate and sign the form, they send it to DBA Services.
5. DBA Services will process the request and send an email notice of completion to you, your supervisor and the Campus Coordinator. You are required to sign the FERPA (*Family Educational Rights and Privacy Act*) agreement before account is unlocked. DBA services will be notified and they will unlock the account.

Request Process 2

(Employees **already** having an INB account **AND still in the same position as when**

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their current access was granted):

Requests for additional security classes, organizations or funds can be fast-tracked via email (please use email template located at bottom of this page). **BUT ALL APPLICABLE MODULE COORDINATORS MUST REVIEW IT AND NOTE THEIR APPROVAL OR DENIAL AND ADJUSTMENTS BEFORE IT IS FORWARDED TO DBA SERVICES.**

1. Requesting users please fill in all of your identity, phone, position, and location information.
2. Then, below the identity information table, note what you are requesting access to and forward it to your supervisor.
3. The supervisor notes any adjustments with explanations and their approval and forwards it to the first Module Coordinator (Accounts Receivable) specified for your campus in Table 1 on page 2.
4. Each coordinator then either approves or denies and notes the reasons and appropriate access and forwards the request on to the next coordinator in the order listed in the Table 1 on page 2.
5. If no Finance or HR access is being requested, the last Module Coordinator at your campus forwards it to dbaservices@kccd.edu.
6. If Finance access is being requested, the last Module Coordinator at your campus forwards it to Carlene Feichter at the District Office.
7. If HR access is requested, Carlene Feichter in Business Services forwards the request to Tonya Davis: tonya.davis@kccd.edu at the District Office. Tonya is the current district-wide HR Module Coordinator. She will then forward it to DBA Services, dbaservices@kccd.edu.

Click on the link below to download the email-based access request template, then navigate to it in your Downloads folder and double-click it to open a new email to your supervisor.

[Email-Based Request Template](#)

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Request Process 3

(Employees **already** having an INB account **AND** *would like to submit a NAME CHANGE for their Banner Access.*

NAME CHANGE for Banner Access form:

Fill-in first and then print the Banner Access Request and Training Validation NAME CHANGE Form:

[Name Change Form](#)