Mississippi University for Women

Banner Access Termination / Transfer Form

**User Information**

First Name: Click or tap here to enter text. Last Name: Click or tap here to enter text.

Banner User Name: Click or tap here to enter text.

Department: Click or tap here to enter text. Last Day of Access: Click or tap here to enter text.

**Status of Employee:**

[ ]  Terminated

[ ]  Transferring to Another Department

**Requested Actions**

[ ]  Remove Banner Access

[ ]  Remove Budget Access

[ ]  Remove Banner Processes

[ ]  Remove Degree Works Access

[ ]  Remove Argos Reporting Access

**Approval Signature:**

Supervisor Click or tap here to enter text.: Date: Click or tap here to enter text.

**Maintain original document in departmental files and send completed copy to Information Technology Services, MUW-1612, or via email,** **abrooks1@muw.edu****. DO NOT return this form to Human Resources.**