Banner/Argos Access Request Process - printer friendly version

The process outlined below defines the steps by which end users can request access to Banner, index codes, or to Argos reports. The ITS Service Desk is the single point of contact for end users.

1. Applicant or supervisor fills out the online ISU Banner/Argos Access Request form. Requests to add or update time approvers or proxies can be sent directly to Ray Ludwig (ludwray@isu.edu; x2518).

2. Once the form is completed, click Submit. The completed form goes to the IT Service Desk.

3. The IT Service Desk will review the submitted form for completeness. If additional information is needed, a member of the IT Service Desk will contact the applicant or the applicant’s supervisor for more details.

4. Once the review is complete, the applicant will receive a verification email asking them to read and agree to abide by the following policies: ISU Protection of Sensitive Data MAPP, ISU Acceptable Use Policy, and ISU Family Educational Rights & Privacy Act (FERPA) policy. The applicant must agree/disagree to the terms by clicking on the link at the end of the email and pressing the approve/disapprove button in the pop up box.

5. The applicant’s supervisor will then receive an email asking them to approve/disapprove the access request, by clicking on the link at the end of the email and pressing the approve/disapprove button in the pop up box.

6. After supervisor approval, the request will be forwarded to the appropriate Data Custodians (or UBOs) for their review and action, and to the ERP trainers to confirm the required training has occurred.

7. If the request is granted, the IT Service Desk will email the applicant login instructions and contact information for additional training.

Please note: These instructions, with links to the ISU Banner/Argos Access Request Form, are available from the How Do I... tab in BengalWeb or from the ERP website.