

**Longwood University**

**Request for myLongwood (SSB)/Banner Admin Access**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Department: \_\_\_\_\_ Building/Room#: \_\_\_\_\_

Telephone Number: 395- \_\_\_\_\_

Have you attended BANNER training?  Yes  No

Types of activities you will be monitoring:

E&G  Auxiliary  Local  Agency  Grant  Revenue

Access to view the following Index or Organizations/Funds: (Attach list if necessary)

Requested by: \_\_\_\_\_

(Typed name of Department Head/Budget Manager)

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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For Department Use Only: Covered  General  Admin  SSB

Access Required:  Admin  SSB

Date of Training: \_\_\_\_\_

FOMPROF Created By: \_\_\_\_\_

Date: \_\_\_\_\_

Fund/Org Security Created by: \_\_\_\_\_

Date: \_\_\_\_\_