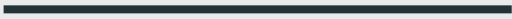


DocRoute



Enter a Jag Number or an email address, then click on Search. This form will allow you to request Banner Security for yourself, or on behalf of another employee. The fields in gray will prefill.

Created By	Create Date	Employee	Jag Number	Name	Title	Department	Email	Phone Number
Jane Doe	12/17/2017 1:30:28 PM	Employee	00123456	Jane Doe	Computer Systems Analyst II	Computer Services Center	jdoe@southalabama.edu	140210

OR

Department Head or Approving Supervisor

Enter the Department Head/Approving Supervisor's Jag Number or email address. The gray areas will prefill.

Requesting

The screenshot shows a web form titled "Details". It contains several input fields: "Requested Action" (with a dropdown menu), "Contact Phone" (with a text input field), and "Security Type" (with a dropdown menu). Below these fields is a section labeled "Additional Notes / Comments" with a large text area. At the bottom right, there is a yellow button labeled "HR/Payroll".

Repeat this process for each Organization's access you are requesting.

The screenshot shows a portion of a web form. It features a yellow button labeled "470001" and a dropdown menu. At the bottom right, there are two buttons: a green "Save" button and a grey "Cancel" button.

Security Source *
Copied from an existing employee

user to copy

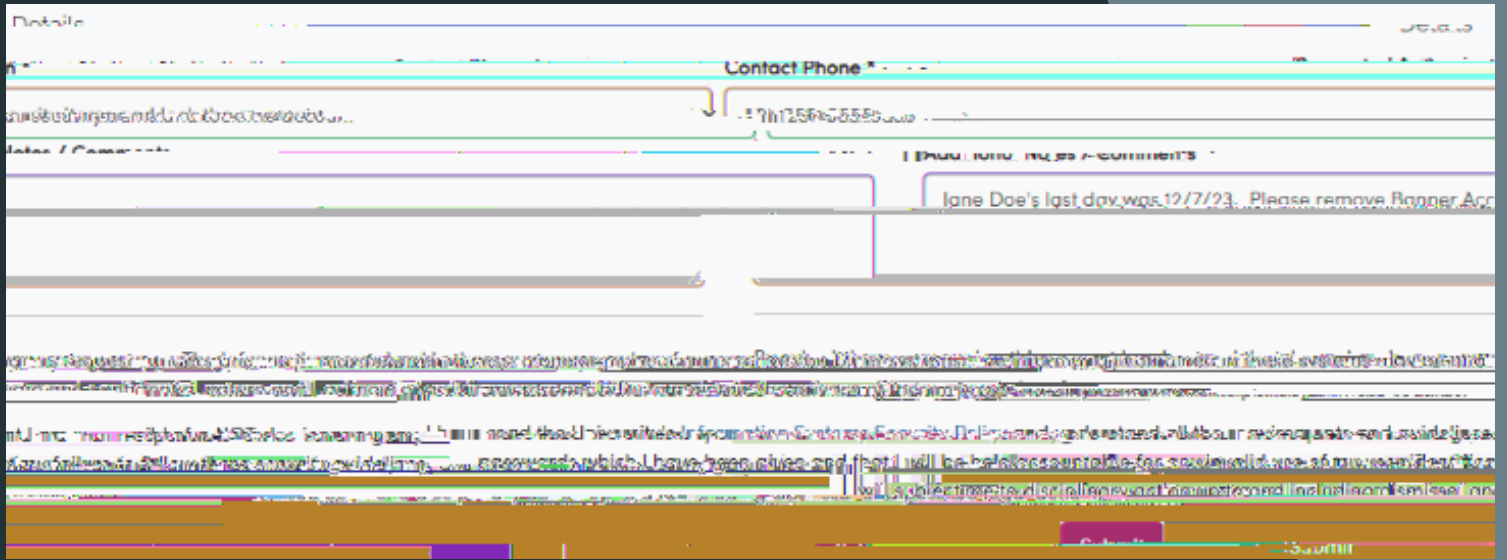
job number	name	title	department
00345678	John Bond	Super	Business Office

----- OR -----

Security Source

job number	name	title	department
00345678	John Bond	Super	Business Office

Lead general Banner Finance access and cleared access to svw ZFC Print Student Status Report



21021