



# TEXAS A&M UNIVERSITY-TEXARKANA

## BANNER AND WEBFOCUS REQUEST FORM

All fields must be filled in.

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### PART I: USER INFORMATION

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A. Name (Last, First, Middle): \_\_\_\_\_

B. Title: \_\_\_\_\_ C. Department:

D. Office Phone #: \_\_\_\_\_ E. E-Mail Address: \_\_\_\_\_

F. Your Birthdate (MM/DD/YYYY): \_\_\_\_\_ G. CWID: \_\_\_\_\_  Do not have a CWID

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### PART II: ACCESS REQUESTED

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New Banner account       New WebFocus account       Delete Account

Change of Banner Profile       WebFocus Change or Add

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### PART III: CHOOSE A PROFILE

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Please see the **attached page** profile or WebFocus folder

Profile Name: \_\_\_\_\_ WebFocus: \_\_\_\_\_

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### PART IV: COMPLIANCE

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#### User Agreement

- I agree that by requesting this account I will be responsible for its security and understand that I may be held liable by the University as a result of any unauthorized access to the system by my negligence in protecting the security of my account. I agree to notify Information Technology immediately if I have any reason to believe the security of my account has been violated. I will be the only user of this account.
2. I understand that users do not own accounts on University computers, but are granted the privilege of exclusive use. See Electronic Communications Privacy Act of 1986 (title 18 U.S.C. sections 2510 et. seq.)
  3. I understand that any attempt to circumvent data protection schemes or uncover security loopholes is a violation of state and federal law.
  4. I understand that knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks is prohibited.
  5. I agree to respect copyright and intellectual-property rights. Users must adhere to the Texas A&M University-Texarkana Administrative Rule 29.01.03 H0.07, Security of Electronic Information Resources and the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.
  6. I agree to abide by the University rules regarding use of electronic mail facilities as detailed in the Texas A&M University-Texarkana Administrative Rule 29.01.03.H0.04, Email Use.
  7. I understand that upon termination of employee status this account will be removed.
  8. Passwords expire the same as an Eagle ID (Active Directory) account gets expired every 180 days regardless of full-time or part-time status.
  9. Any Banner account that is not accessed a minimum of one time in 180 days will be disabled.



## Registrar's Office:

PROFILE\_REGISTRAR  
PROFILE\_REGISTRAR\_ASST  
PROFILE\_REG\_ADMIN\_ASSISTANT  
PROFILE\_REG\_ACAD\_SRV\_CLERK  
PROFILE\_REG\_CURRIC\_COORDINATOR  
PROFILE\_REG\_GRAD\_SPECIALIST  
PROFILE\_REG\_STU\_WORKER  
PROFILE\_REG\_TRANSCRIPT\_EVAL

## Academic Advising:

PROFILE\_ACAD\_ADVISING  
PROFILE\_ACAD\_ADVISING\_ATHLETIC  
PROFILE\_ACAD\_ADVISING\_TEST\_CTR

## Admissions:

PROFILE\_ADM\_ANALYST  
PROFILE\_ADM\_COORDINATOR  
PROFILE\_ADM\_DIRECTOR  
PROFILE\_ADM\_DIRECTOR\_ASST  
PROFILE\_ADM\_RECRUITER  
PROFILE\_ADM\_SEC  
PROFILE\_ADM\_STU\_WORKER  
PROFILE\_ADM\_STU\_WORKER\_02

## Business Office:

PROFILE\_BUS\_OFFICE\_CASHIER  
PROFILE\_BUS\_OFFICE\_ACCOUNTANT  
PROFILE\_BUS\_OFFICE\_STU\_WORKER

## Financial Aid:

PROFILE\_FIN\_AID\_ANALYST  
PROFILE\_FIN\_AID\_ASST\_DIRECTOR  
PROFILE\_FIN\_AID\_DIRECTOR  
PROFILE\_FIN\_AID\_LOAN\_COUNSELOR  
PROFILE\_FIN\_AID\_MGR\_CUST\_REL  
PROFILE\_FIN\_AID\_SCHOLARSHIPS  
PROFILE\_FIN\_AID\_STU\_RELATIONS  
PROFILE\_FIN\_AID\_STU\_WORKER  
PROFILE\_FIN\_AID\_VETERAN\_SERV  
PROFILE\_FIN\_AID\_VET\_STU\_WORKER

## Student Life:

PROFILE\_STUDENT\_LIFE  
PROFILE\_STUDENT\_LIFE\_HOUSING  
PROFILE\_STUDENT\_LIFE\_STU\_WORKER

## OTHER:

PROFILE\_ACP\_SECRETARY  
PROFILE\_ANALYST  
PROFILE\_ATHLETICS\_SEC  
PROFILE\_BANNER\_ADMIN  
PROFILE\_COLLEGE\_SECRETARY  
PROFILE\_CUSTOMER\_SERVICE  
PROFILE\_ENROLLMENT\_DIRECTOR  
PROFILE\_FACULTY\_ADVISORS  
PROFILE\_GRAD\_SPECIALIST  
PROFILE\_GRAD\_STUDIES  
PROFILE\_HONORS\_ADMIN  
PROFILE\_LIBRARY  
ROFILE\_NTCC\_PROGRAM  
PROFILE\_PARKING  
PROFILE\_TEACHER\_CERTIFICATION

# WebFocus Folder Access:

## Folders:

Admissions  
CELA  
Class Rosters  
COB  
Faculty  
Financial Aid  
Fiscal Office

## Folders:

Honors  
Housing  
ID Center  
IDM  
Marketing  
NTCC  
Nursing

## Folders:

Recruitment  
Retention  
Scholarships  
STEM  
Student Data Portal  
Student Engagement  
Technology/DE