



User Access Form						
F	For access to Pennant Accounts or Aid please send to: pennanthelp@pobox.upenn.edu					
	For access to Pennant R	Records please send	to: support@registrar.upenn.edu			
Date of Request						
Request Access	New Access	Change Access	Suspend Access			
Identification Infor	mation					
Employee name			Title			
PennKey			PennID			
University Email			Phone			
School/Center & Dept./ORG						
Description of Business Role						

# **Pennant Accounts**

		<b>tested.</b> Note that all Pennant Student Account (PSAS) users will get access to the de Mapping Inquiry once all <b>required online courses</b> have been completed.	е		
Banner	Update Inquiry Only				
If you are reque	esting update access to Banner, list b	elow the detail code(s) that you need to be able to use in transactions.			
Detail Code(s)					
Feeder Application Feeder Owner Feeder View   If you are requesting any access to the Feeder App, you must list the Data Origin(s) to which you need access. List Data Origin(s) – 3 character batch reference					
Grad Funding	View Only	School/ORG			
	Update, School Admin	School			
	Update, Division Admin	School/ORG			
	Update, Business Admin	School/ORG			





# **User Access Form**

## **Pennant Records**

#### Check the functionality for which access is being requested.

#### CourseLeaf PATH and Degree Works

Ple	Please select which students an Advisor is able to view:									
	View any students									
	└── View assigned students or majors									
	If by majors, li	ist up to 10 m	ajor codes:							
Ca	Can Advisor process exceptions?									

Athletic Compliance Administrator Role - Update student athletic information
School/Division Registrar Role - View comprehensive student data and update select student data
Admin Support Role – View Only comprehensive student data, including select student holds, advisory assignments, graduate student committee service data, comments, and transcript events

## Pennant Student Holds and Comments

Program Administrator College Contact

Pennant Reports - please refer to https://provider.www.upenn.edu/computing/da/eforms/

### **Pennant Aid**

School User		
Penn IM Tool access	 	
Financial Aid Feeder App access (list Fund)		





# **User Access Form**

By signing this application, I agree to restrict my computer access to the requirements of my job description. Specifically, I will not outside the duties of my position—view, print, copy, update, or disclose to any person proprietary, confidential, and/or protected information. Moreover, I agree that:

- >>> I will use only this account and will not share it with anyone else.
- >>> I will use this account only for duties assigned by my supervisor.
- >> I am responsible for securing this account against unauthorized access and use, and for all activity in this account.
- >> I will use this account only for the duration of my employment in this position
- I will keep confidential any and all data whether in electronic or printed format. The confidentiality of student records is defined in the provisions of The Family Education Rights and Privacy Act (FERPA) of 1974, as amended (20 U.S.C. 1232 (G)), and with the regulations issues there under by the U.S. Department of Education. See http://www.upenn.edu/computing/home/menu/ security.html.

Employee Sig	nature	
Supervisor Name		Signature
School/Center Approval Name		Signature
	REQUIRED	REQUIRED





# **User Access Form**

# For internal use only

Access	Date Completed	Notes
On Line Training Assigned		
On Line Training		
Completed Grad Funding		
User Activated		
Banner Security Groups		
UP_AR_SCHOOLS_CENTERS_G		
UP_FA_SCHOOL_G		
UP_ST_ATHL_COMPL_G		
UP_ST_SCHOOL_DIV_REG_G		
UP_ST_SCHOOLS_CENTRAL_Q_G		
FGAC		
Settings		
Degree		
Works User		
Notified		
Approved	Date	Signature
Yes No Director of Student Accour	its	
Yes No Director Financial Aid		
Yes No University Registrar		
Yes No SRFS System Administrate	or	

Questions? Contact pennanthelp@pobox.upenn.edu