

## Banner General Person Record Create Consultant/Temp User Access Request Form For Those Requiring Banner Access via Banner/Luminis Portal

| Last Name:   |                 |
|--|-----------------|
| First Name:  | Middle Initial: |
| Address (including City, State and Zip Code):  |                 |
| US Citizen (Y/N)   | Gender (M/F)    |
| Phone number:  |                 |
| Ethnicity: (Caucasian, African American, Hispanic, Asian Pacific Islander, Other)        |                 |
| AD (network) Username:   |                 |
| Email Address:   |                 |
| Company:   |                 |
| Fill in or contact Sandy Leba (HR Dept) directly with this information at (860) 679-4579 |                 |
| <u>SSN</u> :   | <u>DOB</u> :    |
| UCH Phone ext:   |                 |
| Justification for request:   |                 |
| Requestor:   |                 |
| Department Head: (Print & sign)  |                 |
| <u>Date</u> :  |                 |

Once completed, send to Sandy Leba in the Human Resources Department @ <a href="mailto:leba@adp.uchc.edu">leba@adp.uchc.edu</a> or fax to her @ 860-679-1051.