

Networking & Telecom Services, Office of Information Technologies
Phone: 503-725-4434 Fax: 503-725-4882

Authorization to Grant Additional Access to PSU Telecom Statements

To address access control and public records concerns, normal, routine access to departmental campus telecom statements is controlled by the level of Banner system access. Thus, a person must first have access to Banner Finance (FIS). Banner FIS users can access all telecom statements under their particular organizational code, but cannot access statements under other organizational codes.

If a Banner FIS user wants access to statements under other organizational codes, and the department is willing to authorize that additional access, then this form must be completed and returned to OIT-Networking & Telecom Services (FAB 084, Mail Code: TELE, or fax: 5-4882).

Employee Name:	Banner ID:
PSU ID Number:	Phone Number:
Employee's Organizational Code:	Email Address:
<p>I request and authorize the employee listed above to have access to <i>Portland State University</i> telecom statements under organizational code(s) _____</p> <p>_____.</p> <p>Justification for this additional access:</p> 	
Signature of Financial Manager:	Date:
Please Print Name:	
BAO Approval (only if employee is a Financial Manager)	Date:

PLEASE NOTE: Processing of this request can take up to five (5) business days depending upon OIT-NTS and OIT-IS workloads. If this request also requires BAO approval, please send directly to BAO Director's office.