Use this form to notify the Student Administration Systems Team of an individual’s change of Faculty/Professional Services access to the Student Administration System (Banner) in the event a member of staff moves Faculties/Professional Services within the University.

Employees must agree to abide by the University's Regulations, which include provisions under the University's obligations in respect of the Data Protection Act. **You must consult these Regulations on the University's website** at <http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html>, and click on the link to University regulations for the use of computers, and voice and data communications networks.

**Please complete and email this form via your Faculty Academic Registrar/Professional Services Manager to** **serviceline@soton.ac.uk** **for the attention of SAST.**

|  |  |
| --- | --- |
| \*Existing Faculty/Professional Service: …….…...…… | \*Existing Faculty Code: ………………………………… |
| \*New Faculty/Professional Service: ...……..…….….. |  |
| \*Extension number: ……………………………………… | \*Email address: ……………………………………………. |
| \*Staff Number: ……………………………..…...………… | \*User ID (see Note): …………………………………. |
| \*Title, Forename & Surname: ………………………………………………………………………………………………….. |
| \*Date of Change: ……………………………………………...………………………………………………………………… |

**Note:** It is expected that you have a User ID; this will be your Banner log-on and will be used for communication with you as a Banner user. If you have a local email ID as well, you should use the forwarding mechanism to direct email to that account.

**Please ask your Faculty Academic Registrar (or for staff in Professional Services, the Director, Assistant Director or Head of Section) to sign below, authorising your application for change of Faculty/Professional Services access to the Student Administration System (Banner):**

Signature: .......................................................................................................................……….

Print Name: …………………………………………………………………………………………………………

Email address: ……………………………………………..………………………………………………………