Use this form to apply for removal of access to all/specific areas of the Student Administration System (Banner) if a member of staff in your Faculty/Professional Service no longer uses the system or certain areas of the system, or has left the University.

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

**\***Faculty/Professional Service.................................. **\***Faculty Code ……………………………………

**\***Extension number................................................. **\***Email address ………………………………...

**\***Title, Forename & Surname....................................................................................................

**\***Staff Number .......................................................**\*** User ID……………….................................

**\***Date of University Departure (If applicable)........................................................................

Please indicate which area of the system you wish, for the person named above, to be removed from by ticking the relevant student administration system-related activity.

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| **FACULTIES/ PROFESSIONAL SERVICES** | |
|  | REMOVE ALL SYSTEM ACCESS PERMISSIONS – Staff leaver |
|  | Remove all access permissions except Navigation – Staff change of Faculty/ Service |
|  | Use date of University Departure for access termination without access removal - Staff suspended access |
|  | List below classes to be removed – Staff change of role in Faculty/Service |
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**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: ……………………………………………………………………………………………………………

Date: ………………………………………………………………………………………………..