

Banner

Adding and Changing names/IDs in Banner - Who may do it

ADDING NAMES/IDs

New Admits

CLA	CLA Admissions	2207
Law	Law Admissions	2461
Grad - degree	Program Assistants Team	2047
Grad - continuing ed	Registration/Computer Support Team	2618
CLA Summer/Winter	Academic Advising	2912

Alumni/Donors

CLA	CLA Alumni Relations	2015
Law	Law Alumni Relations	2943
Grad	Graduate Alumni Relations	2011

Vendors

Accounts Payable/Purchasing 3051/2929

Employees

Human Resources/Payroll 2222

CHANGING NAMES/IDs

New Admits

CLA	CLA Admissions	2207
Law	Law Admissions	2461
Grad - degree	Program Assistants Team	2047
Grad - continuing ed	Registration/Computer Support Team	2618

Students

CLA	CLA Registrar	2209
Law	Law Registrar	2468
Grad	Registration/Computer Support Team	2618

Alumni/Donors

CLA	CLA Alumni Relations	2015
Law	Law Alumni Relations	2943
Grad	Graduate Alumni Relations	2011

Vendors

Accounts Payable/Purchasing 3051/2929

Employees

Human Resources/Payroll 2222

NOTE: Training to add and change names and IDs in Banner will be provided by your supervisor.

Need more help? Please contact the [Help Desk by email](#) or by phone at **651-523.2220**