**Employee Access for Banner (Student)**

**Procedure for Granting Access to UV Banner Student Online Services**  
*(Academic Advisor & General Employee Non-Faculty, Non-Advisor)*

1. Employee Attends Banner Student Introduction. To request this training please follow this link:
   Please contact the Advisor Training and Development office if you have questions, 801-863-6556.

2. Employee submits Access Form indicating an advisor role – see Procedure for Granting Access to UV Banner Student (INB) below.

**Procedure for Granting Access to UV Banner Student Online Services**  
*(Faculty)*

1. Department submits class schedule that includes the name of faculty teaching an assigned section. Faculty must be assigned at least one class.

2. Access is automatically granted when a faculty member is assigned to a class section.

**Procedure for Granting Access to UV Banner Student (INB)**

1. Employee Attends Banner Student Introduction (Navigation and Data Standards) Training. To request this training please follow this link:
   Contact the Advisor Training and Development office if you have questions, 801-863-6556.

2. Employee receives an Access Form, from the trainer, when s/he completes the Banner Student Introduction Training. Access Form is given at the conclusion of the training by the trainer.