ROLLINS COLLEGE
HOW TO FILL OUT A SYSTEM REQUEST FORM

Banner, Hobbes or Nolij Account Request Form

Please fill out this form to request a new Banner, Hobbes or Nolij account. Each request will be e-mailed to the department's liaison for approval before the password is set. If new user does not have a campus e-mail address, the notification will be sent to the department's liaison.

If you already have a Banner account and need to add or delete privileges, please fill out an electronic RFS form. This form is for faculty and staff only.

All fields with an * are required.

1. Enter the name of the person submitting the form.
2. If you are both the requester and user, enter your full name again
3. Enter your R-card Number
4. Enter your office phone number
5. Enter your job title

Select User's Department: * Select one... (For finance budget purposes, please select "finance" as the department.)

6. DO NOT SELECT YOUR DEPT but select "Finance" because this account is being used for Finance purposes
7. Select BANNER

6. Check the box for the requested account(s): *
   - BANNER
   - HOBBES - Telnet Account for Banner
   - NOLIJ

8. ONLY FILL THIS SECTION if you are a NEW employee & are replacing a vacating employee & need the same access. Otherwise, please leave this blank

Enter employee vacating this position: [for existing positions]

Date previous account may be deleted: [enter as "MM/DD/YYYY"]

Please provide us with the privileges that this person will be using OR give existing user name to copy privileges

9. Provide a brief description: For example:
   (1) to be able to run reports in Banner or
   (2) to be able to submit direct pay forms electronically

10. Click Submit Form