# HOW TO GET BANNER ACCESS TO VIEW GRADUATE ADMISSION DATA IN BANNER

Please use the following link to access the FERPA Tutorial and the Banner Access form here (the form is available after the tutorial is completed): http://usfweb2.usf.edu/oasis/requestid.htm

After reading the FERPA tutorial you will be directed to register to take a 5-question quiz. When you reach this screen click on the red "Register" and provide the information requested (username, password, & email address). Once this has been completed use this information to "register" for the quiz: fill in the username and password you created on the "quiz-shock" form and select the "FERPA" quiz in the "Quiz" column of the form. This will take you to the quiz. You need to get 4 of the 5 questions correct to pass and obtain the Banner access form.
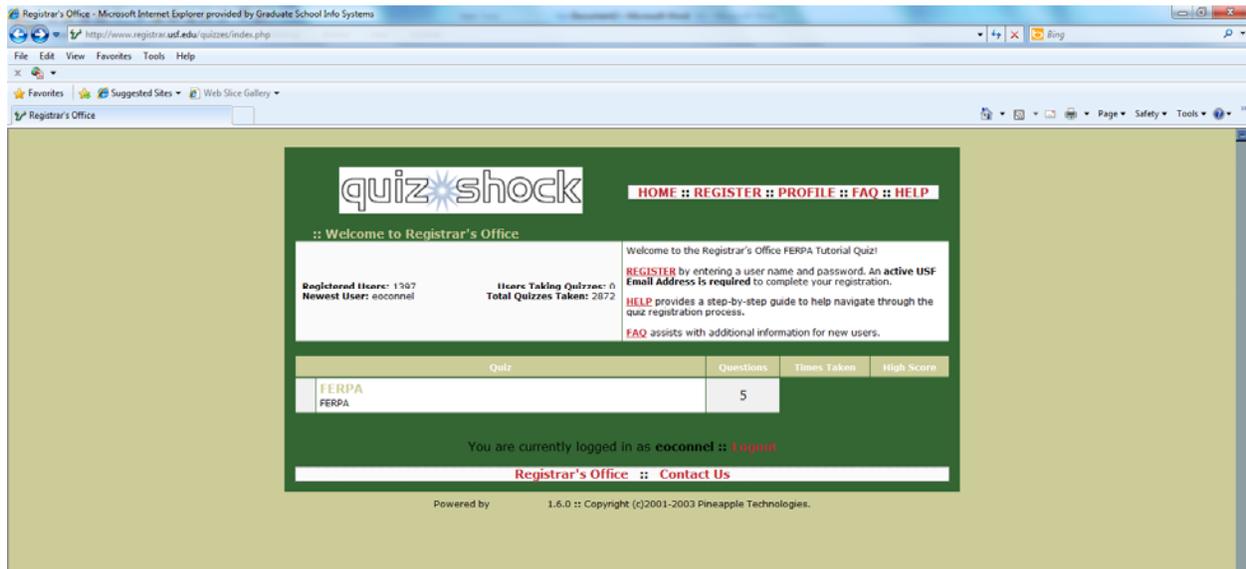
When you pass the quiz, an email will be sent to you with a link to the "Request for OASIS (BANNER) Access" form. It will look like this. Click on the "access form" link.
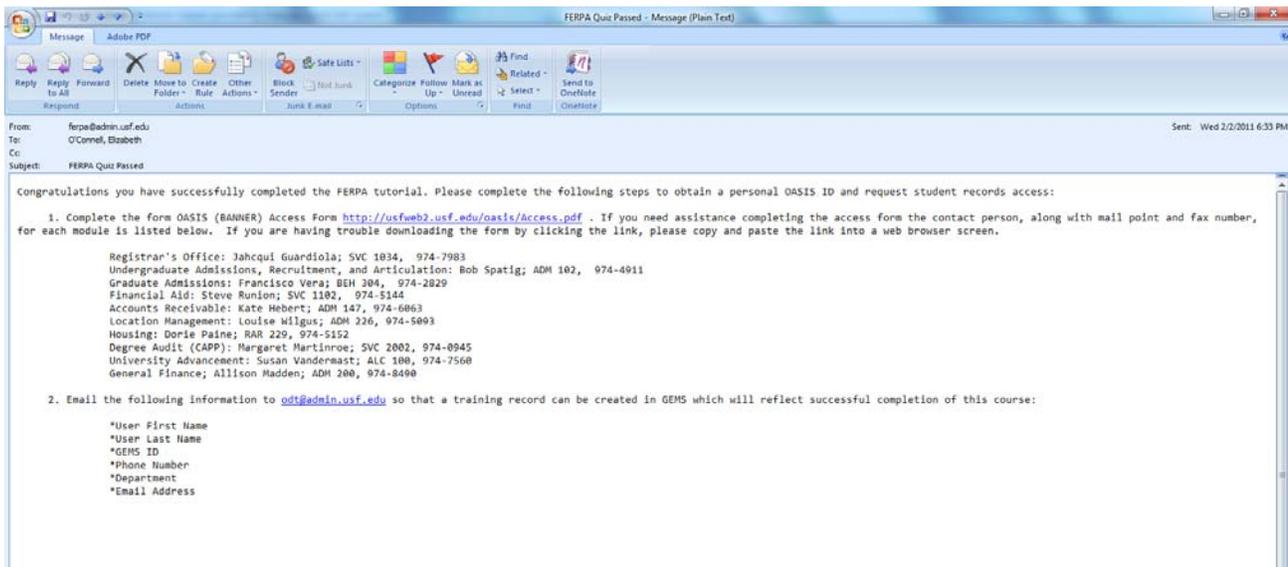
The following pdf form will open. Fill out sections 1 and 2. Sign it yourself in section 2 and have your accountable officer/supervisor sign it in section 1. Then fax or scan/email it to the Asst. Director of Admissions, Francisco Vera at fvera@grad.usf.edu. He will give you "read" access for the graduate admissions records in Banner, and you will be able to see the data & documents we have on file for your applicants. Also follow the instructions in item 2 on the email message to set up a training record by sending the following information to the Talent Management office (odt@admin.usf.edu): first name, last name, GEMS ID, phone, department, email address.

When Francisco receives your completed access form he will fill out the remainder of the form and send it to the USF IT department which will activate your access. Please allow approximately 2 weeks for all of this to get processed and activated.

For assistance navigating through the OASIS/Banner records please take the tutorial offered by USF's Office of Talent Management. To take the tutorial, go to http://usfweb2.usf.edu/human-resources/Talent-Management/computer-and-business-systems/oasis-navigation.asp. In addition, you may contact the Graduate Admissions staff for assistance with navigation (813.974.8800).

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