Requesting Banner Finance Org Security through the Banner Authorization Request (BAR)

1. Access the Banner Authorization Request from My.unm.edu:

2. Login

3. Select ‘Create Request’
4. Enter your Supervisor’s netID and add the reason for this request.

5. Scroll down until you see ‘Role-Specific Settings’. To add Orgs to your Finance roles, use the ‘Select Finance Orgs’ box. For this example please note no Org codes have been selected. Please note that you will only receive access to the Org codes you select, subject to security approvals.
If there are no Org codes listed in the ‘Select Finance Orgs’ box and you are not a user requesting Finance security for the first time, it means you were grandfathered in with Finance Org Security as part of the Banner 8 implementation. To verify what Org codes you currently have security access for, go to Banner form FOMUSOR, enter your NetID, tab and perform a next block. Here is an example of what user lblack has access to:

These Org codes will need to be included in your Banner Authorization Request if they aren’t already listed in your Banner Authorization request.

7. Enter the Org Code in the ‘Enter org code’ box. Select Add Finance Org.
   **NOTE:** If this option is not available, you MUST select Department General Inquiry from the Banner Finance Roles.
Once you select the ‘Add Finance Org’ button you’ll see that the status is ‘New’, and the Org number and title is populated.

8. After all Orgs needed are requested select ‘Next >’.

The review screen will come up, allowing you to review your request before submitting it.
Please review the Org codes listed under the Finance Organizations above. Are all Org codes listed? If not, please return to step 6 to add additional Org codes. If yes, then please continue to step 9.

Please note that you will only receive access to the Org codes you select, subject to security approvals.

9. After reviewing your request, scroll to the bottom of the page and select ‘Submit Request’.

You will receive an email saying that your Banner Authorization Request has been submitted.

If you need any assistance with this please contact the Financial Services Support Center @ 277-3457.