Request Access to Banner Customized Training Account

1 Purpose

This document provides the Customized Training user at a North Carolina community college with instructions on how to request access to a Customized Training account in Banner.

2 Request Access to Customized Training Account

1. Access the NCCCS Service Portal at https://ncccs.servicenowservices.com/sp.
2. Click **Request Something**.

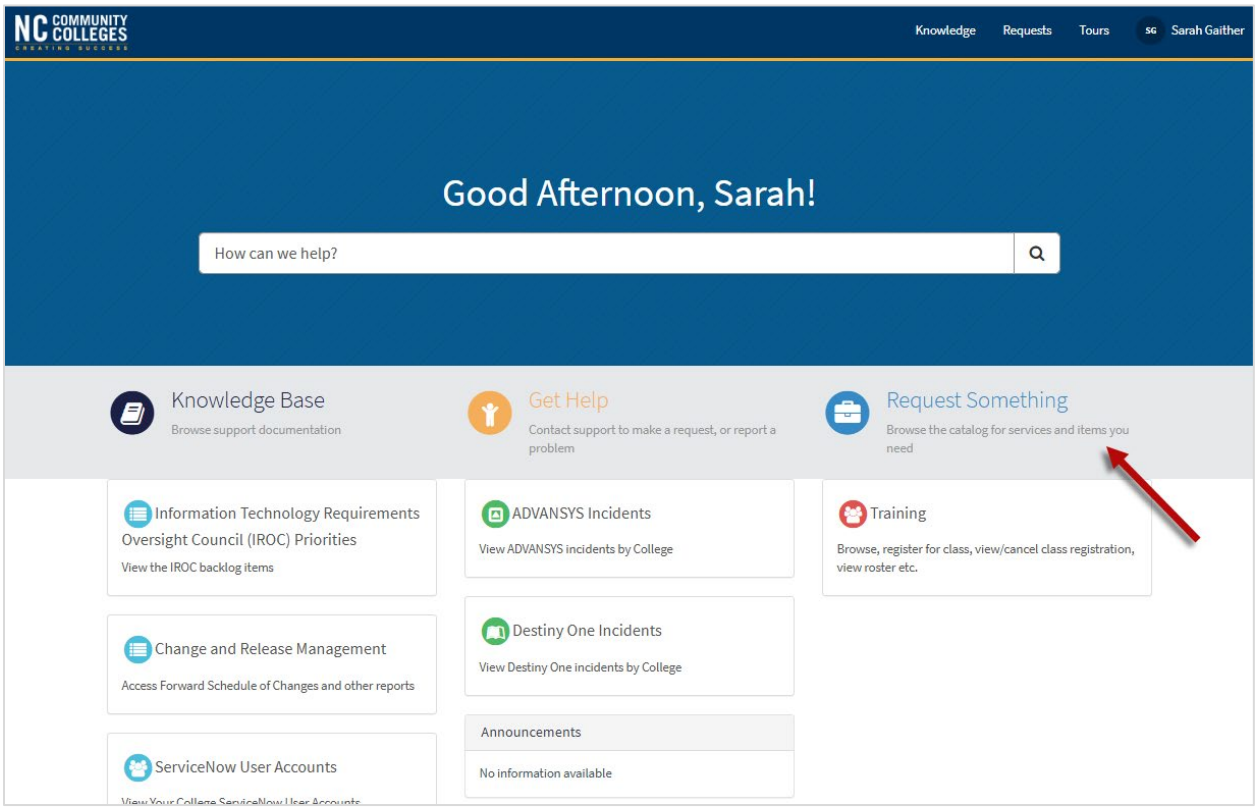

Figure 2.1

3. Under **Category**, click **Banner Account Access Request**, then click **Customized Training Access (Banner)**.

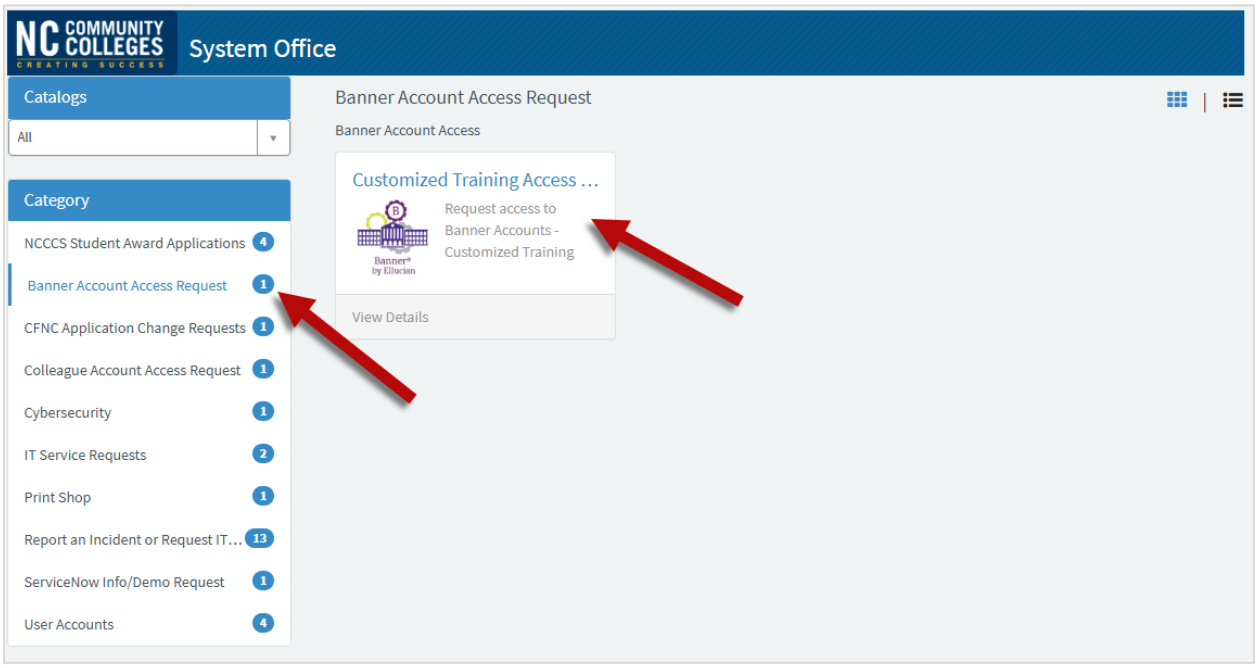

Figure 2.2

4. Complete the **Customized Training Access (Banner)** form.

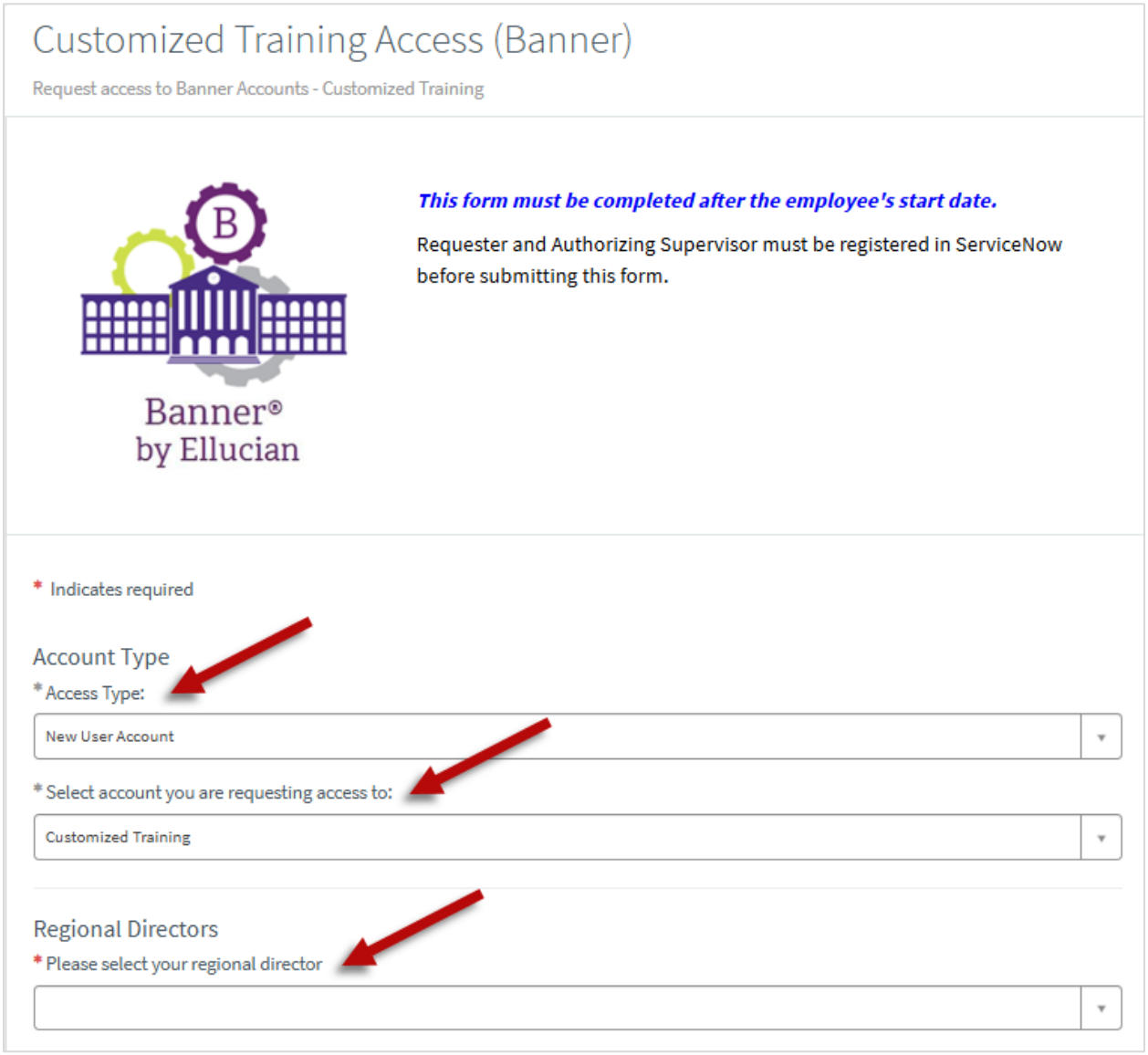

Figure 2.3

5. Finish completing the **Customized Training Access (Banner)** form:

    a. **Employee Information for Account Access**: Some fields will automatically populate when the user submits the request. Ensure that you complete the required fields, noted with an asterisk (*).

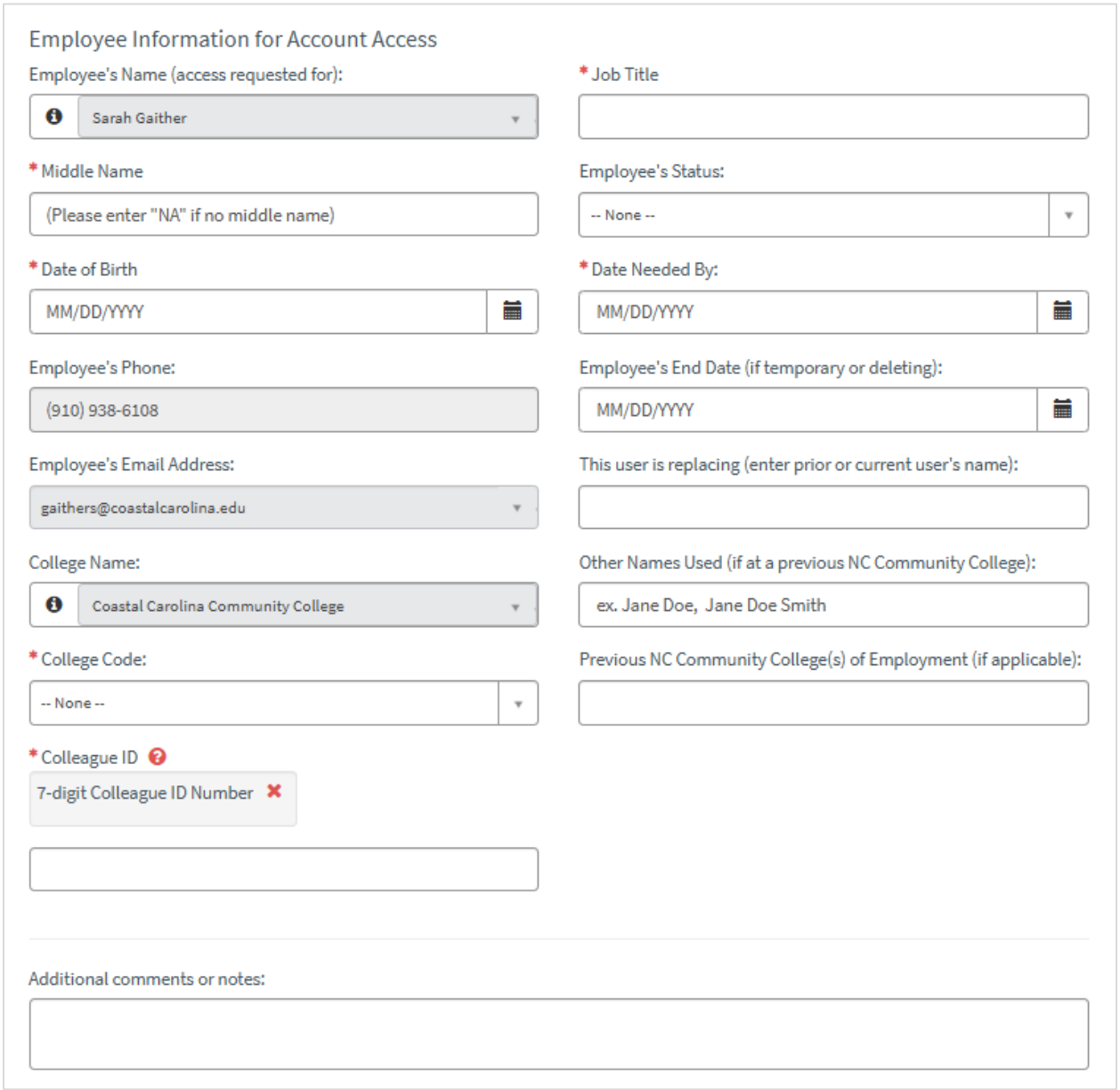

Figure 2.4

6. Click **Submit**.

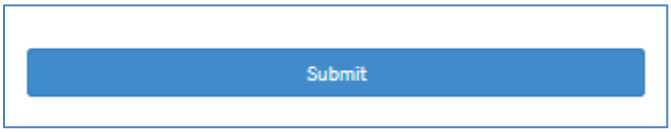

Figure 2.5

After your request is submitted and approved, System Office staff will contact you and provide you with your account information.