

Department Change Request

Use this form if you are a staff member changing departments. If your primary affiliation has changed from Student to Staff or Faculty, you may use this form to request that your accounts be converted. Do NOT use this form if you are a student employee or graduate assistant.

The University of North Carolina at Greensboro Information Technology Services (ITS) cannot change your department until the change has been made to your record in Banner. ITS neither enters nor modifies these records. Please make sure that you have notified the appropriate department (listed below) and that the change has been made before the "Change Effective On..." date at the end of this form. Failure to do so will result in unnecessary delays in processing your request.

- **Students:** contact the Registrar's Office at 334-5946
- **SPA Employees (Staff):** contact Human Resources at 334-5009
- **EPA Employees (Faculty):** contact the Office of the Provost at 334-5494

If you have a Banner account you will also need to submit a Banner Access Request (Modify) to the Banner Security Committee.

Once your request has been received by ITS, an Accounts Administrator will contact you to schedule the department change. Your accounts will not be available during this process.

Please submit this completed and signed form to:

6TECH, Account Administrator
102 McNutt Building

Client Information: (All fields are required)

University ID#: _____

User name: _____

Name (first, middle initial, last): _____

Phone #: _____

Old department: _____

New department: _____

Change effective on (mm/dd/yyyy): _____

My department has been migrated to Windows Active Directory (AD)/GCN: Yes No

I certify that the information supplied above is correct.

Client Signature: _____ Date: _____