*(For users, not compensated by the University, requiring access to NCCU’s Information Technology System)*

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| **BIOGRAPHICAL DATA** | *For individuals working at NCCU and not being paid on NCCU’s payroll, the following biographical data is required to receive a Banner ID#*  |
| *LAST NAME* | *FIRST NAME* | *MIDDLE INITIAL* |
|       |       |       |
| *HOME ADDRESS* | *CITY, STATE* | *ZIP* |
|       |       |       |
| *HOME TELEPHONE NUMBER* | *CELL TELEPHONE NUMBER* |
| (     )       | (     )       |
| *SOCIAL SECURITY NO.* | *DATE OF BIRTH (MM/DD/YYYY)* |
|       |       |
| *ETHNICITY* | *GENDER* | *CITIZEN* |
|       |       |       |
| *HIGHEST DEGREE* | *AREA OF CONCENTRATION* |
|       |       |
| *UNIVERSITY/COLLEGE/SCHOOL* | *DATE AWARDED* |
|       |       |
| **HOME DEPARTMENT** |
| *DIVISION/SCHOOL/DEPARTMENT* | *DATE OF HIRE* |
|       |       |
| *JOB TITLE* | *OFFICE TELEPHONE* |
|       |       |
| *SUPERVISOR’S NAME* | *OFFICE TELEPHONE* |
|       |       |
| *REASON FOR REQUEST* |
|       |
|  |
| **FOR DEPARTMENT OF HUMAN RESOURCES USE ONLY** |
|  |
| *DATE RECEIVED* | *DATE ENTERED* |
|       |       |
| *BANNER ID #* | *DATE EMAIL SENT TO SUPERVISOR* |
|       |       |
| *DATA ENTRY BY* | *DATE*  |
|       |       |