*(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* | | |
|  | | |  | | |