

BANNER MANAGEMENT COMMITTEE RESPONDING TO A CHANGE REQUEST

You will receive an email from the I.T. Help Desk seeking your input for Change Requests. As a member of the Banner Management Committee, you are considered an approver for this request. Non-approval notification is also received by I.T. programming staff, or if classified, as other key module staff. Please work through BMC members or the BMC chair if you have concerns, questions, or issues with the request.

- This email is represented in the graphic below. Within the email you will see three sections: **Approval Info**, **Client Info**, and **Ticket Info**. The email provides a quick glance of who submitted the request and the details of the request. You can view the Subject and Detail of the request. If the requestor uploaded an attachment, you will be able to download and view the file.

Information Technology Help Desk <helpdesk@semo.edu>
Approval Request: Ticket 35310 Open --> SPAIDEN Form: Request to have field showing stu...

To: Belvin, Paul

Approval Info

Approval Process: BMC
Approval Step: Change Request - BMC Approval
My Vote: [YES](#) [NO](#)

Client Info

Name: Belvin, Paul (pbelvin@semo.edu)
Location: Memorial Hall
Room: 107
Phone: 573-986-7390
ID: S01062290

Ticket Info

Ticket No.: 35310
Report Date: 4/1/16 10:13 am
Reporter: Belvin, Paul (pbelvin@semo.edu)
Location: Memorial Hall
Room: 107
Department: Information Technology
Tech: Tech
Status: Open
Request Type: BMC > Change Request
Subject: SPAIDEN Form
Request Detail: Request to have field showing student's favorite literature genre.
Deadline: 4/15/16 9:00 am
Attachments: [GenreCategories.docx](#) (11.1 KB , 4/1/16 10:14 am)

Notes

Date	Name	Note Text
------	------	-----------

If you have a question or comment regarding this message, please contact the IT Help Desk at 573-651-4357 or at helpdesk@semo.edu.

- Under the Approval Section you can enter your input of the request by selecting either YES or NO. Once you select either YES or NO a webpage will open prompting you to provide an explanation for either your YES or NO selection.

it Information Technology

Approval Confirmation

Please provide an explanation for your **Yes** vote :

I believe this change would be beneficial.

Visible to Requester

Confirm

Below the text box field is a check box to select to have your response visible to the requester. Once you have completed your explanation and marked Visible to Requester, click the Confirm Button.

- A confirmation screen appears confirming your submittal:

it Information Technology

Approval Confirmation

Thank you for voting!

- Remember to respond as quickly as possible. Once all responses are received, if there is no dissention, action can be taken by the originator.