# Please complete the request and send it to the Deputy Librarian, Richard Wake ([R.L.Wake@soton.ac.uk](mailto:R.L.Wake@soton.ac.uk)) who will forward it to ServiceLine.

General Information

|  |  |
| --- | --- |
| Name: |  |
| Contact Number: |  |
| User ID: | Login ID |
| Date Raised: | dd mmm yyyy |

## What is the Requirement?

Details for the librarian’s entry into the Student Administration System (Banner)

|  |  |  |
| --- | --- | --- |
|  | Value | Type (N,A,D) |
| Staff ID |  |  |
| First Name |  |  |
| Last Name |  |  |
| User ID |  |  |
| Schools |  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Type:** **N**= New entry, **A** = Amendment to existing entry, **D** = Deactivate existing entry

SAST Actions

|  |  |  |  |
| --- | --- | --- | --- |
| Actioned: |  | Date: |  |
| Verified: |  | Date: |  |
| Notified: |  | Date: |  |