

Requesting Programming Services

To request Information Systems programming services, please complete the EIU Request for Programming accessible from either the Banner AT EIU homepage (<http://www.eiu.edu/%7Eeise/>) or Information Technology Services homepage (<http://its.eiu.edu/>).

You can either print the form and send it via campus mail to Kathy Reed, ITS or click on the email form button at the bottom of the form. This will email it immediately to ITS. After the form is received by ITS, the project will be assigned to a programming team. Depending upon your current access to data, the request may require additional security access be assigned to you. Our ERP Security Administrator will contact you if needed.

Most Banner modules currently have an ITS person assigned to work with the report writers. These 'reporting teams' are preparing reports and reporting templates for each module. Requests for reports will be shared with these reporting teams to determine which group should complete the request.

If you need assistance completing the form, please contact Kathy Reed, 581-7730.