



Financial Aid & Award (FAA) Processing Authorization for Banner Student Aid (BSA)

This form is used to: 1) access BSA for new users 2) modify access to BSA for existing users (i.e. additional responsibilities, departmental transfers). Fill in the information below and email a scanned copy to FAA-security@mcgill.ca.

Section 1: Applicant/Finance User Profile Information

Name: _____ / _____ (please print)
Last Name First Name

Position Title: _____ Org Code: _____ (see www.mcgill.ca/pia/unit)

McGill ID: _____ Have you transferred department? [] Yes [] No (check **one** box only)

Email Address: _____ Phone No: _____

Department: _____

*I understand and agree that I will use my Banner userid and/or McGill ID for legitimate administrative use only, and will use it in compliance with the **Code of Conduct for Users of McGill Computing Facilities**. (For details: www.mcgill.ca/cio/e-policies/#CONDUCT). I will not share my userid with others and I understand that misuse may result in disciplinary action being taken by the University against me.*

Applicant's Signature: _____ Date: ____ / ____ / ____ (dd/mm/yyyy)

Section 2: BSA Access Requirements

Training is **mandatory** for all **new** BSA users. The online course - [OLC –FAA 101 – Financial Aid and Awards Administration](#) must be successfully completed **prior** to requesting access.

Access will be provided to the Award Processing form within the Minerva Financial Aid/Awards tab only. This permits the user to assign a student recipient to a given award to process disbursements based on a set schedule, if the award has one of the following as 'awarding unit.' The user can see all scholarships, fellowships and stipend awards associated to this unit.

ORG CODE	Unit Title

[] Provide access to **ALL ORGs** under the responsibility of **Faculty Organization** code (including any awards administered at the Faculty level): _____

[] Provide access to the Minerva report - **KZRAPFC Recipients by Award and Faculty/Unit**. This report provides the details of award recipients processed within the Faculty/Unit your have access to.

Section 3: Authorization – Unit Head (Dean, Chair, Director), Faculty Financial Officer or Banner Security Designate

I hereby approve access to the Student Award Processing form, as specified above.

Name: _____ / _____ (please print)
Last Name First Name

Title: _____

Signature: _____ Date: ____ / ____ / ____ Phone No: _____
dd mon yyyy

Section 4: For Central Use Only

Date Received: ____ / ____ / ____ User Notified: ____ / ____ / ____ Security: ____ / ____ / ____

Course(s) attended: _____ Banner Userid assigned: _____ Client [] Web []

Minerva Award Processing Form—Security and Access

General:

The Minerva Award Processing form is a web form connected to McGill's Banner Financial Aid system (FAA) also known as "BSA."

Security in the Financial Aid System (FAA) is independent of other Banner systems such as Finance (FIS), HR (Appointments/POPS) and Student (SIS). This means that having FIS access to process payments for a specific department does not grant you access to make award payments in the Minerva Award Processing form.

Access to the Minerva Award Processing form gives permission to process awards within a given faculty or department. **Access is not more granular than the department level.**

Recommended Practice for Departments:

Access to the Minerva Award Processing form is assigned by ORG code and encompasses all student awards associated to a given department or faculty level. Security cannot be restricted fund by fund. It is therefore recommended that departments consolidate their award processing functions, while ensure the appropriate level of back-up exists. Units are encouraged to scrutinize their POPS and HR Appointment users in case some were solely established for award processing via HR/Payroll. Those users without need to process 'pay for work' situations should be removed from HR/Payroll security. The users primarily processing stipends should be re-evaluated for possible BSA access, knowing they are deemed departmental-level representatives.

Questions?

Please email FAA-security@mcgill.ca.