

University of Idaho

Office of the Registrar

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Moscow, ID 83844-4260
(208) 885-6731
www.uidaho.edu/registrar

Request for Building and Room Update Access via SWASECT

My position duties include coordination of departmentally scheduled rooms and therefore maintenance access to the Banner form SWASECT is necessary to enter locations for academic course offerings. I understand that I must follow scheduling protocols and am responsible for the accuracy of information of departmentally scheduled rooms on academic course offerings.

Should my position duties change, I accept another position, or resign I understand my access will be terminated.

Name: _____

Banner Login _____ Department _____

Rooms scheduled:

Building	Room Number(s)

Approved _____ Date _____