SUNY Potsdam
Administrator & Staff
Banner & BearPAWS Accounts Request

Please e-mail to itservicedesk@potsdam.edu

Please select your administrative status below. This determines which specific Banner and BearPAWS capabilities will be granted to your account.

Faculty are given BearPAWS access as soon as they are assigned a course in Banner. If faculty need access to Banner or additional BearPAWS functionality, they need to request this from Stephanie Claxton, FERPA Officer, Registrar's Office, Raymond 313, using the form called "BearPAWS Access to Administrative and Staff Reports."

- **ADMINISTRATIVE STATUS:**

    ❑ DEAN

    ❑ DEPARTMENT CHAIR

    ❑ ACADEMIC DEPARTMENT SECRETARY

    ❑ OTHER ADMINISTRATIVE STAFF

- **REQUESTED INFORMATION:**

    1. Last Name _____

    2. First Name _____

    3. Middle Initial _____

    4. Potsdam ID (P#) _____

    5. Campus Phone # _____

    6. Department _____

Please note any specific requests, such as certain forms, or "make account like …" :

_____

NOTE: If your Banner or BearPaws password is changed, or this is a request for a new account, you will be notified of your new password.

Signature _____   07/21/2021