

# Change Management Form Process

## Definition of Change Management Form

A Change Management Form is used when any data/security need to be changed/updated in the Banner Production database/environment in the LCTCS System. The user requesting the change must fill out a Change Management form. This form will go through an approval process before any updates are made.

### Types of Changes (example):

1. Security classes and form changes
2. Cognos Report changes
3. Oracle/SQL Database changes
4. LCTCS Website Changes

## Where is the Change Management Form located

The Change Management form can be obtained from LoLA <http://lola.lctcs.edu/> under the **Banner Security Forms** section. The Change Management form is an electronic form via Dynamic Forms.

## Change Management Form Approver's Responsibility

1. Approver's must meet with Change Management Committee if the change is a major change. The committee will decide if the change will occur and when and how it will be done. There are two types of change request, major and minor.

### Minor change

1. Add a form to a security class
2. Create a new security class
3. Create/Modify a Cognos report

### Major change - Need to go through Change Management Committee

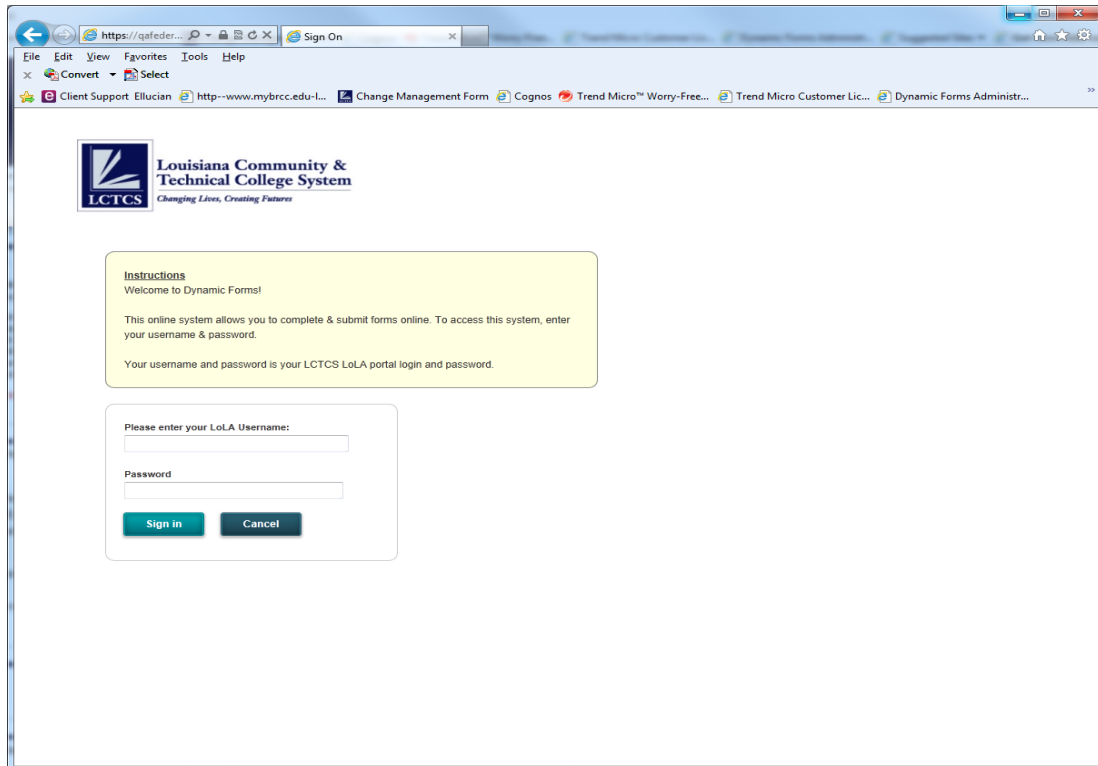
1. Insert thousands of rows of student data in table in Oracle/SQL.
  2. Delete thousands of rows of data in table in Oracle/SQL database
  3. Update/Delete HR payroll information in Oracle/SQL database
2. Recurring major change request may require the committee to reach out to the school to find out what their business process is and what procedures are they doing, to determine where they are going wrong.



## How to fill out a Change Management Form

### Requester

1. Click on **Change Management Form**, under the **Banner Security Forms** section on LoLA. Login into Dynamic Forms using your LoLA login and password.



The screenshot shows a web browser window displaying the login page for the Louisiana Community & Technical College System (LCTCS) Dynamic Forms. The page features the LCTCS logo and the tagline "Changing Lives, Creating Futures". Below the logo, there is a yellow box with instructions: "Welcome to Dynamic Forms! This online system allows you to complete & submit forms online. To access this system, enter your username & password. Your username and password is your LCTCS LoLA portal login and password." Below the instructions, there is a login form with two input fields: "Please enter your LoLA Username:" and "Password". Both fields have a red asterisk next to them, indicating they are required. Below the input fields are two buttons: "Sign in" and "Cancel".

2. Fill in all information. Required fields have a red asterisk next to them. Click on **Next** when complete.



Louisiana Community and Technical College System  
CHANGE MANAGEMENT ACCESS REQUEST FORM

College: \*  
BPCC - Bossier Parish Community College ▼  
 New Request:  Modify Request:  Delete Request:

Requestor Information

First Name: \* Joe  
Last Name: \* Doe  
E-mail Address: \* joedoe@lctcs.edu  
Department: \* Student Services  
Phone Number: \* (225) 304-8484

Request Information

Request \*  
Title: Add Form to Class  
Desired Completion Date: \* 10/11/2013  
Request Description: \*  
Add form SGBSTDN to security class STU\_ADMISSIONS\_ADMIN as maintenance.

Approver Notes to Processor

Notes to Processor:

3. If a user has to exit out of the form for any reason before they finish filling it out, they can just click on **Save Progress**. This will allow them to come back and finish filling out the form, instead of starting all over again. Click **Next**.
4. This next page is for the approver and the processor, so click **Next**.



**LCTCS Approver**

---

Decision:

Comments to Requester:

**Processor**

---

Processor Notes:

**LCTCS Approver**

---

Comments to Requester:



Please select the LCTCS person that will approve this form.

**NOTE:** Contact information is in the form *Description: Last Name, First Name*

5. This page is for the requester to select the person that will approve this form. This depends on what type of request it is. Below are the LCTCS people and which request type they approve.

1. Student/Cognos – Amber Gazave
2. Student AR/FinAid/Cognos – Mary Deville
3. HR/Cognos – Suzette Meiske
4. Finance/Cognos – Shannon Sedberry
5. IR-Cognos – Sheila Duplechain
6. Other-Cognos – Charles Teamer
8. Other - Security/Website - Galen Gautreaux
9. Other - Eric Setz

6. Select the LCTCS person that will approve this form then click on **Next**.

7. Sign the form by typing in your first and last name.

### Electronic signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

<input type="text"/>	<input type="text"/>
Vonita	Norman
<input type="button" value="Sign Electronically"/>	

If you would like to opt out of electronic signature, please click the "Save and print" button below to save your information and print a local copy for your signature.

<input type="button" value="Previous"/>	<input type="button" value="Save and print"/>
---	---





## Approver

1. Once the approver receives the email. Click on the link **click here**. The user will need to login using their LoLA login credentials.

Please click on the link below to make a decision on this Change Management Request Form.

[click here](#)

2. The form will open up for review. The approver can type in notes for the processor if it is necessary and then click on **Next**.



Louisiana Community and Technical College System  
CHANGE MANAGEMENT ACCESS REQUEST FORM

College: \*  
BPCC - Bossier Parish Community College

New Request:    Modify Request:    Delete Request:

Requestor Information

---

First Name:	* Joe	Last Name:	* Doe
E-mail Address:	* joedoe@lctcs.edu	Department:	* Student Services
Phone Number:	* (225) 304-8484		

Request Information

---

Request \*  
Title: Add Form to Class

Desired Completion Date: \* 10/11/2013

Request Description: \*  
Add form SGBSTDN to security class STU\_ADMISSIONS\_ADMIN as maintenance.

Approver Notes to Processor

---

Notes to Processor:





**LCTCS Approver**

---

Decision:

Comments to  
Requester:**Processor**

---

Processor Notes:

**LCTCS Approver**

---

Comments to  
Requestor:

3. This is where the approver makes a decision about the form. If they need to type in comments to the requester they can in the comments to requester box. Click **Next**.



- The approver will select the person that will process the form. Click on **Next**.

Select the person that will process this form.

**NOTE:** Contact information is in the form *Description: Last Name, First Name*

- Please sign the form by typing in your first and last name. The form will be sent via email to the processor.

### Electronic signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Vonita

Norman



## Processor

1. Once the processor receives the email. Click on the link **click here** to view the form. They will need to login using their LoLA login credentials.

If this form has been approved by the LCTCS Approver, click on the link below to process.

LCTCS Approver Decision (Approve)

LCTCS Approver Notes to Processor: this is a test

[click here](#)

2. The form will open up for review.



Louisiana Community and Technical College System  
CHANGE MANAGEMENT ACCESS REQUEST FORM

College:

New Request:  Modify Request:  Delete Request:

Requestor Information

First Name:  Last Name:   
E-mail Address:  Department:   
Phone Number:

Request Information

Request Title:   
Desired Completion Date:   
Request Description:

Approver Notes to Processor

Notes to Processor:

3. Click on **Next**. The next page will allow the processor to type notes in for themselves and/or type comments to the requester if necessary. **Click Next**.



4. Sign the form by typing in your first and last name.

### Electronic signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Vonita

Norman

[Sign Electronically](#)

[Previous](#)

5. The requester will receive an email stating that the form has been processed.

The LCTCS Processor (Vonita Norman) has processed the Change Management Request Form - Add form to Class

Comments to Requester: This is a test



## Status/History

1. A user can always go to **Status/History** under the **Banner Security Forms Section** on LoLA to see pending/draft forms and forms history. See below for a definition of each. The user must use their LoLA username and password to login.



**Louisiana Community &  
Technical College System**  
*Changing Lives, Creating Futures*

[Home](#) [Pending / Draft Forms](#) [Forms History](#) [Manage Account](#) [Logout](#)

### Welcome to Dynamic Forms!

This page offers you access to your [Pending / Draft Forms](#) and your completed [Forms History](#). If you need to start a new form, please go to your college or university website to access a link to the proper form.

Thank you for using Dynamic Forms!



[Pending / Draft Forms](#)



[Forms History](#)



[Manage Account](#)

© 2008 NGWeb Solutions, LLC. | System Requirements | Contact us: [ngsupport@ngwebsolutions.com](mailto:ngsupport@ngwebsolutions.com)

2. **Pending/Draft Forms**
  - a. Pending forms - forms that are waiting on your signature
  - b. Draft Forms - while filling out a form you clicked on **Save Progress**. This always allows the user to go back and finish filling out a form.
3. **Forms History** - All forms that you have signed that are complete.





### Pending / Draft Forms

The lists below represent all your draft and pending forms. These include:

- Forms you completed, but were rejected by another party
- Forms you have saved as "draft"
- Forms you need to complete
- Forms requiring the signature of a co-signer

The forms are sorted, by date with the most recent at the top. To view a printable form via [Adobe Acrobat](#), click the PDF symbol to the left of the form name. To view the form as a web page, click the HTML link.

#### Rejected Forms:

There are no rejected forms.
------------------------------

#### Drafts:

There are no draft forms saved.
---------------------------------

#### Forms you need to complete:

PDF	HTML	Form Name	Form Started By	Date Signature Requested	Action
		Change Management Request Form	Vonita Norman	10/3/2013 10:09:45 AM	Complete Form
		Change Management Request Form	Vonita Norman	10/3/2013 10:09:45 AM	Complete Form

#### Forms requiring the signature of a co-signer:

\* Click the Co-Signers icon to send a reminder to the Co-signer or make Co-signer updates.

PDF	HTML	Co-Signers	Form Name	Form Started By	Date Signature Requested
			Change Management Request Form	Vonita Norman	10/3/2013 10:09:45 AM

