

Arkansas Tech University

Sample Banner Data Access Request Form

All applicable fields in this form must be filled out for each applicant requesting access to any data within the Banner System. This form must be signed by the applicant, the applicant's supervisor, and an ATU executive administrator. Any missing signature or missing information will void the access request form. This form must also be accompanied by a signed non-disclosure agreement. When completed and signed, **both the request form (2 pages) and the non-disclosure agreement must be returned to the ATU Human Resources department;** security access will be granted or a request for clarification will be sent within three business days. This form is a comprehensive request form; any existing security access not checked will be removed. Access to Internet Native Banner should not be requested until the applicant has completed appropriate training or has planned for appropriate training prior to logging into Internet Native Banner.

* This form is used for Internet Native Banner access, Self-Service Banner is automatically granted to all personnel based on their role at the University of Finance Self Service; for Finance Self Service, you must complete the Finance section of this form.

All this information is important; please fill out everything unless something is unknown because this person is a new employee. All existing employees should leave nothing blank.

Applicant Information

Name as Displayed on Your Social Security Card _____

Title: _____

T-Number: _____
(required for current employees)

ATU Email Address: _____

Campus Phone: _____

Campus: _____

Department; Building; Room: _____

All current employees and students have a T#; it can be found on the front of your ID card.

Justification for requesting each security access role on the reverse side:

Required Signatures

	Employee signs here	
Printed Applicant Name	Applicant Signature	Date
	Supervisor signs here	
Printed Name Supervisor, Dept. Head, Dean, Director	Approval Signature Supervisor, Dept. Head, Dean, Director	Date
	Executive signs here	
Printed Name President, VP, Chancellor	Executive Approval Signature President, VP, Chancellor	Date

INB Student Access Roles (check the boxes for all that apply)

This section is not used for Banner Self-Service access.

- | | |
|--|--|
| <input type="checkbox"/> General Student System View (Basic) | <input type="checkbox"/> General Person Data Update |
| <input type="checkbox"/> Student Holds View | <input type="checkbox"/> Student Accounts Update (with approval by AR Director) |
| <input type="checkbox"/> Immunization Records View | <input type="checkbox"/> Student Accounts Power User A (with approval by AR Director) |
| <input type="checkbox"/> Student Grades and Transcripts View | <input type="checkbox"/> Student Accounts Power User B (with approval by AR Director) |
| <input type="checkbox"/> Student Accounts View | <input type="checkbox"/> Financial Aid Power User A (with approval by FA Director) |
| <input type="checkbox"/> Financial Aid View | <input type="checkbox"/> Financial Aid Power User B (with approval by FA Director) |
| <input type="checkbox"/> Student Registration Update | <input type="checkbox"/> Registrar Office Power User A (with approval by Registrar) |
| <input type="checkbox"/> Course Section Update/Create | <input type="checkbox"/> Registrar Office Power User B (with approval by Registrar) |
| <input type="checkbox"/> Advisor/Advisee Relationship Update | <input type="checkbox"/> Student Athlete Data Update (with approval by NCAA Compliance Officer) |
| <input type="checkbox"/> Student Holds Update | <input type="checkbox"/> International Student Update (with approval by IMSSO) |
| <input type="checkbox"/> Immunization Records Update | <input type="checkbox"/> Recruiting Update (with approval by Main Campus Admissions Director) |
| | <input type="checkbox"/> Application Processing and Admissions Update (with approval by Main/Ozark Campus Admissions Director) |
| | <input type="checkbox"/> SPAIDEN Social Security Number View |

INB Human Resources Access Roles (check the boxes for all that apply)

This section is not used for Banner Self-Service access.

All Human Resources access requires a special approval signature.

- | | |
|--|---|
| <input type="checkbox"/> Position Control View | <input type="checkbox"/> Payroll View |
| <input type="checkbox"/> Position Control Update | <input type="checkbox"/> Payroll Update |

Finance Access Roles (check the boxes for all that apply)

Finance Self Service Access

All Finance Self Service access is with approval by the Associate VP of Finance.

- View Budget Information
- Process Requisitions - Enter the name and T-Number of the approver (supervisor): _____

If any of the above are checked; please provide the following:

Fund(s): _____

Organization(s): _____

Finance INB Access

All the INB access roles listed below are with approval by the VP of Finance.

- Budget Office Power User A
- Budget Office Power User B
- Accounting Office Power User A
- Accounting Office Power User B
- Disbursing Office Power User A
- Disbursing Office Power User B
- Purchasing Office Power User
- Student Accounts Fund/Org User

INB Advancement/Development Access Roles (check the boxes for all that apply)

This section is not used for Banner Self-Service access.

All the INB Advancement/Development access roles are with approval by the VP of Development.

- | | |
|---|---|
| <input type="checkbox"/> Advancement/Development View | <input type="checkbox"/> Advancement/Development Update |
|---|---|

Additional Signatures if Needed

If any Human Resources roles are checked then an HR approval signature needs to be entered here: _____

If any Finance INB or Self Service roles are checked then a Finance approval signature needs to be entered here: _____

AVP of Finance signs here

If any Advancement/Development roles are checked then an Advancement/Development approval signature needs to be entered here: _____

If any Student roles with special approval are checked then enter the special approval signatures here: _____

Special Instructions/Additional Access not Listed Above:

Date Processed in Human Resources: _____

Date Processed in Finance: _____

Date Processed in Computer Services: _____

Arkansas Tech University Non-Disclosure Agreement

This agreement is to ensure that ATU employees who have access to information that contains personal and/or confidential information about Arkansas Tech University students, employees, or other individuals (hereinafter "records") are aware of their responsibility to maintain the privacy and security of such records.

Arkansas Tech University employees are authorized to access and modify records only to the extent necessary to perform their duties. Employees who have access to these records are responsible for protecting them from unauthorized access and inappropriate disclosure.

1. I will access records only as required to perform my assigned duties.
2. I will store and protect records under secure conditions and make every effort to maintain their confidentiality.
3. I will not divulge, copy, release, sell, loan, review, alter, or destroy records except as properly authorized by the appropriate University official within the scope of applicable state or federal laws, record retention schedules, internal policies, and departmental procedures.
4. I will forward all Freedom of Information Act requests and all other external data requests to the University's General Counsel for approval prior to releasing any data.
5. When I release student records, I will divulge only "directory" information, which may include a student's name, address, telephone, major, classification, participation in any officially recognized activities and sports, weight or height of members of athletic teams, dates of attendance, or degrees awarded.
6. I will not allow any other person to login into OneTech, Internet Native Banner, Self Service Banner, Blackboard, or any other University electronic system with my user name and password.
7. I will not use the login ID and password of any other person to access any University electronic system.
8. If I do not know or understand the proper procedure for recording, updating, or deleting an electronic record I will ask someone for assistance and/or training before modifying that record.

I have read the ATU Non-Disclosure Agreement and agree to comply with its provisions. I understand that failure to comply may result in disciplinary action.

Employee signs here

Print Name

Signature

Date

Description of student module roles in INB.

General Student System View (Basic)

This role is required for all INB student module users; this role gives basic view only information such as student registrations, applications, major, addresses, phone numbers, and other general student data. Every Student INB user must request at least this one security role.

Student Holds View

This role allows users to view student holds.

Immunization Records View

This role allows users to view the immunization status of students.

Student Grades and Transcripts View

This role allows users to view transcripts and grades.

Student Accounts View

This role allows users to view student account balances and details.

Financial Aid View

This role allows users to view all the financial aid that a student has acquired.

Student Registration Update

This role allows users to register students as well as override students into closed courses.

Course Section Update/Create

This role allows users to update course section information such as building/room and instructor; this role also allows users to create new course sections.

Advisor/Advisee Relationship Update

This role allows users to assign/remove an advisor to a student.

Student Holds Update

This role allows users to put on and take off student holds.

Immunization Records Update

This role allows users to update immunization information.

General Person Data Update

This role allows users to update general person data such as address, telephone, and bio-demo data.

Student Accounts Update

This role allows users to credit and debit students accounts.

Student Accounts Power User A (with approval by AR Director)

This role allows users to maintain rate tables and other vital AR rules and controls as well as including the Student Accounts Power User B role.

Student Accounts Power User B (with approval by AR Director)

This role covers most of the accounts receivable data forms needed by employees of Student Accounts; this role does not include any other general student forms.

Financial Aid Power User A (with approval by FA Director)

This role covers all of the financial aid data forms required by the Financial Aid Office for financial aid processing; this role includes the Financial Aid Power User B role but does not include any other general student forms.

Financial Aid Power User B (with approval by FA Director)

This role covers most of the financial aid data forms required by employees in the Financial Aid Office for financial aid processing; this role does not include any other general student forms.

Registrar Office Power User A (with approval by Registrar)

This role covers most of the registration forms required by employees in the Registrar's Office for term and registration maintenance, as well as including the Registrar Office Power User B role.

Registrar Office Power User B (with approval by Registrar)

This role covers most of the registration forms required by employees in the Registrar's Office for general student records maintenance.

Student Athlete Data Update (with approval by NCAA Compliance Officer)

This role allows users to code students as athletes as well as what sport they participate in.

International Student Update (with approval by IMSSO)

This role allows users to update international student information such as VISA status.

Recruiting Update (with approval by Main Campus Admissions Director)

This role allows users to create and update recruiting information; this role is primarily used by the Admissions Office.

Application Processing and Admissions Update (with approval by Main/Ozark Admissions Director)

This role allows users to create and update admissions information; this role is only used by offices actively processing applications.

Typical INB User Examples:

Academic Department Staff: These users typically have General Student System View (Basic); Student Holds View; Student Registration Update; and Advisor/Advisee Relationship Update.

Academic Department Heads and Deans: These users typically have General Student System View (Basic); Student Holds View; Student Registration Update; and Advisor/Advisee Relationship Update.

Persons dealing with scholarships outside of the FA office: These users typically have General Student System View (Basic); Student Grades and Transcripts View; and Financial Aid View.

Admissions Officer: These users typically have General Student System View (Basic); Admissions Update; and Immunization Records Update.