

**UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
BANNER ACCOUNT REQUEST FORM**

1. _____ E-Z Arts ID: 96 _____
 Last Name (print) First Name Middle (To Be Assigned)
2. Department: _____ Building: _____ Room: _____
3. Job title _____ Email _____
4. My status: (circle one) Staff Faculty Administrator Other
5. This is a request to: _____ Create a new account
 _____ Modify my account (acct name _____)
 _____ Remove this account (acct name _____)
6. I need Banner access in order to:

Supplemental Access Forms	Check all that apply
For financial records, I have attached a completed Financial Records Access form.	_____
For personnel records, I have attached a completed Human Resources Access form.	_____
For student records, I have attached a completed Student Information Access form.	_____
As a member of IT staff, I have attached a completed Systems Support Access form.	_____

7. I have read the UNCSA Security and Confidentiality statement attached to this form and agree to abide by the policies outlined therein.

_____ _____ _____
Applicant Signature Date Phone

8. Authorization

As departmental representative, I approve the access requested by the above employee and will initial attachments to this form. If the user of the above computing account leaves this department, I will notify Information Technologies so that the account may be removed.

_____ _____ _____
Signature of Immediate Supervisor Date Phone

9. Route to Banner Security Coordinator – Office of Information Technologies

Signature of Banner Security Coordinator _____ Date _____

**University of North Carolina School of the Arts
Security and Confidentiality
Statement of Responsibility**

Security and confidentiality of records, reports, and files are matters of critical importance to the University of North Carolina School of the Arts (UNCSA). Access to such information is provided solely for use in the performance of assigned duties. Any other use is prohibited. The purpose of this statement is to clarify your responsibilities. Each individual who has access to information is expected to adhere to the security and confidentiality principles stated below.

As a person who has access to such information, you **will not**:

- Share your password with any person, or permit any other person to access information using your identity, except the University of North Carolina School of the Arts authorized technical support staff;
- Permit the unauthorized use of any information in records, reports, and files to which you have access;
- Seek personal benefit from information that you have acquired as a result of your access;
- Disclose the contents of any confidential record, report, or file to any unauthorized person, except in the conduct of professional responsibilities;
- Knowingly include a false, inaccurate, or misleading entry in any official record, report, or file
- Knowingly destroy or alter information from any record, report, or file, except as authorized;
- Remove any record, report, or file from the office where it is maintained, except in the performance of your assigned duties;
- Cause or assist another person to violate these principles.

Violations of these principles may lead to disciplinary action consistent with applicable personnel policies. Violations can also lead to action under North Carolina Statutes pertaining to theft, alteration of public records, or other applicable sections.

By signing below, you are indicating you have read, understand and will comply with these principles. Please be advised that the conditions of this security and confidentiality statement of responsibility remain in full effect for the duration of your employment with the University of North Carolina School of the Arts. You will be required to renew this Statement of Responsibility upon rehire following any breaks in employment.

Printed Name: _____

Signature: _____

Date: _____

**UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
BANNER STUDENT RECORDS ACCESS FORM**

This form must be accompanied by a BANNER ACCOUNT REQUEST FORM

1. _____ E-Z Arts ID:
Last Name (print) First Name Middle (To Be Assigned)

2. Department: _____ Job title _____

Supervisor: Please complete this section

3. Is this person considered the department's Student Records contact ?

No Yes (If Yes, Indicate: Primary or Secondary Contact)

4. Describe requestor's duties which require access to the Banner Student system:

5. Authorizations

As departmental representative, I approve the access requested by the above employee. I understand that this person will have access to student information which is protected under FERPA. If the user of the above computing account leaves this department, I will notify Information Technologies so that the user's access will be revoked.

Signature of Immediate Supervisor **Date** **Phone**

6. As the Banner Student Records Security Coordinator, I have completed the Banner Profile Assignments Form to grant Student Records access requested for the above employee.

Signature of Student Security Coordinator **Date**

7. Route to Banner Security Coordinator – Office of Information Technologies

Signature of Banner Security Coordinator _____ Date _____

BANNER STUDENT RECORDS PROFILE ASSIGNMENTS
TO BE COMPLETED BY STUDENT RECORDS SECURITY COORDINATOR
*This form must accompany a **BANNER STUDENT RECORDS ACCESS FORM.***

E-Z Arts ID: 96

 Last Name (print) First Name Middle

STUDENT RECORDS SUPPORT STAFF

(check all that apply)

APPLICATION ADMIN

__ BAN_STU_ADMIN_C

ADMISSIONS

- __ BAN_STU_ADM_BASE_C
- __ BAN_STU_ADM_CODER_C
- __ BAN_STU_ADM_CNLSR_C
- __ BAN_STU_ADM_INTERNAT_C
- __ BAN_STU_ADM_TBL_MAINT_C
- __ BAN_STU_ADM_TBL_QUERY_C
- __ BAN_STU_ADM_ADMIN_C
- __ BAN_STU_ADM_SWRSFTP_C
- _____

FINANCIAL AID

- __ BAN_STU_FAM_BASE_C
- __ BAN_STU_FAM_CLERK_C
- __ BAN_STU_FAM_ADVISOR_C
- __ BAN_STU_FAM_TBL_MAINT_C
- __ BAN_STU_FAM_TBL_QUERY_C
- __ BAN_STU_FAM_ADMIN_C
- __ BAN_STU_FAM_RWRSFTP_C
- _____

LOCATION MANAGEMENT

- __ BAN_STU_LOC_BASE_C
- __ BAN_STU_LOC_TBL_MAINT_C
- __ BAN_STU_LOC_TBL_QUERY_C
- _____

ALL STUDENT USERS

- __ BAN_GEN_ALL_USERS_C
- __ BAN_STU_BASE_C

STUDENT ACCOUNTS

- __ BAN_STU_BRS_BASE_C
- __ BAN_STU_BRS_FAM_C
- __ BAN_STU_BRS_FIN_C
- __ BAN_STU_BRS_MGT_C
- __ BAN_STU_BRS_POPSEL_C
- __ BAN_STU_BRS_STUFRM_ALL_C
- __ BAN_STU_BRS_STUFRM_STAFF_C
- __ BAN_STU_BRS_STUFRM_ADMIN_C
- __ BAN_STU_BRS_ADMIN_C
- __ BAN_STU_BRS_STUFRM_SYSPROC_C
- __ BAN_STU_BRS_SYSPROC_C
- _____

HOUSING

- __ BAN_STU_HOU_BASE_C
- __ BAN_STU_HOU_COORD_M_C
- __ BAN_STU_HOU_HOLDS_M_C
- __ BAN_STU_HOU_ADMIN_C
- _____

OTHER _____

- _____
- _____
- _____

AUDITORS

- __ BAN_STU_STATE_AUDITOR_C

REGISTRAR

- __ BAN_STU_REG_BASE_C
- __ BAN_STU_REG_CLERK_C
- __ BAN_STU_REG_REC_MAINT_C
- __ BAN_STU_REG_REC_QUERY_C
- __ BAN_STU_REG_TBL_MAINT_C
- __ BAN_STU_REG_TBL_QUERY_C
- __ BAN_STU_REG_ADMIN_C
- _____

DEGREE AUDIT

- __ BAN_STU_DEG_BASE_C
- __ BAN_STU_DEG_CLERK_C
- __ BAN_STU_DEG_ADVISOR_C
- __ BAN_STU_DEG_TBL_MAINT_C
- __ BAN_STU_DEG_TBL_QUERY_C
- __ BAN_STU_DEG_ADMIN_C
- _____

OTHER _____

- _____
- _____
- _____

REPORTING

- | | | |
|-------------------------------|----------------------------|--------------------------------|
| __ BAN_STU_EP_ADM_RPT_C | __ BAN_STU_EP_HS_RPT_C | __ STU WEBFOCUS DEVELOPER ROLE |
| __ BAN_STU_BRS_EP_DEPT_RPTS_C | __ BAN_STU_EP_IR_RPTS_C | __ BAN_STU_FORMFUSION_USER_C |
| __ BAN_STU_EP_COL_RPT_C | __ BAN_STU_EP_REG_RPT_C | __ E_PRINT (CONTRIBUTOR) |
| __ BAN_STU_EP_FAM_RPT_C | __ BAN_STU_EP_RL_RPT_C | _____ |
| __ BAN_STU_EP_HOU_RPT_C | __ BAN_STU_EP_ZDEANS_RPT_C | _____ |
| _____ | _____ | _____ |

FINE GRAIN ACCESS GROUP

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |

STUDENT RECORDS CAMPUS ACCESS

(check all that apply)

ALL STUDENT USERS

BAN_GEN_ALL_USERS_C
 BAN_STU_BASE_C

ACADEMIC DEPARTMENTS

BAN_STU_CAMPUS_A_TEAM_C

ACADEMIC PROGRAMS

BAN_STU_AP_1_C
 BAN_STU_AP_2_C

AUXILIARY SERVICES

BAN_STU_AUX_SERVICES_C
 BAN_STU_MAIL_CTR_C
 BAN_STU_CAMPUS_STORE_C

DEAN OF STUDENTS

BAN_STU_HEALTH_SERVICES_C

 BAN_STU_EMERG_CONTACT_C

CAMPUS POLICE AND PUBLIC SAFETY

BAN_STU_CAMPUS_POLICE_C

INFORMATION TECHNOLOGIES

BAN_STU_INFO_TECH_1_C
 BAN_STU_INFO_TECH_2_C

OTHER _____

OTHER _____

CONNEX PROFILE ASSIGNMENT

BAN_STU_CONNX_ADM_C
 BAN_STU_CONNX_BRS_C
 BAN_STU_CONNX_COL_C
 BAN_STU_CONNX_DAN_C
 BAN_STU_CONNX_DAP_C
 BAN_STU_CONNX_DRA_C
 BAN_STU_CONNX_FAM_C
 BAN_STU_CONNX_FLM_C

BAN_STU_CONNX_HOU_C
 BAN_STU_CONNX_HS_C
 BAN_STU_CONNX_IR_C
 BAN_STU_CONNX_MUS_C
 BAN_STU_CONNX_CPPS_C
 BAN_STU_CONNX_REG_C
 BAN_STU_CONNX_RL_C

 BAN_STU_CONNX_USERS_C

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