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:
   __________________________________________________________________________________
   __________________________________________________________________________________

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________________

Form: BanSec v1.1
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:  96__________________
   Last Name (print)  First Name  Middle                   (To Be Assigned)

2. Department: ______________________    Job title __________________________________________

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 _________________

Form: BanFin v1.1
# BANNER Student Records Profile Assignments

To be completed by Student Records Security Coordinator

This form must accompany a BANNER Student Records Access Form.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>(print)</th>
<th>First Name</th>
<th>Middle</th>
<th>E-Z Arts ID: 96</th>
</tr>
</thead>
</table>

## 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_CNSLR_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

### Reporting
- BAN_STU_EP_ADM_RPT_C
- BAN_STU_BRS_EP_DEPT_RPTS_C
- BAN_STU_EP_HS_RPT_C
- BAN_STU_EP_FAM_RPT_C
- BAN_STU_EP_COL_RPT_C
- BAN_STU_EP_RL_RPT_C
- BAN_STU_EP_HOU_RPT_C
- BAN_STU_EP_ZDEANS_RPT_C

### Other
- Location Management
- Reporting

### Fine Grain Access Group

1. ___________________________
2. ___________________________
3. ___________________________
4. ___________________________
5. ___________________________
6. ___________________________
7. ___________________________
**STUDENT RECORDS CAMPUS ACCESS**

(check all that apply)

<table>
<thead>
<tr>
<th>ALL STUDENT USERS</th>
<th>ACADEMIC DEPARTMENTS</th>
<th>ACADEMIC PROGRAMS</th>
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<td>BAN_STU_AP_1_C</td>
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<tr>
<th>AUXILIARY SERVICES</th>
<th>DEAN OF STUDENTS</th>
<th>CAMPUS POLICE AND PUBLIC SAFETY</th>
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<tr>
<td>__ __ __ __ __ __ __ __ __</td>
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<td>BAN_STU_HEALTH_SERVICES_C</td>
<td>BAN_STU_CAMPUS_POLICE_C</td>
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<td>BAN_STU_MAIL_CTR_C</td>
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<td></td>
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<tr>
<td>BAN_STU_CAMPUS_STORE_C</td>
<td>BAN_STU_EMRG_CONTACT_C</td>
<td></td>
</tr>
</tbody>
</table>

| INFORMATION TECHNOLOGIES  |                                      |                                   |
| __ __ __ __ __ __ __ __ __  | __ __ __ __ __ __ __ __ __ __ __ __  |                                   |
| BAN_STU_INFO_TECH_1_C      |                                      |                                   |
| BAN_STU_INFO_TECH_2_C      |                                      |                                   |

| CONNX PROFILE ASSIGNMENT  |                                      |                                   |
| __ __ __ __ __ __ __ __ __  | __ __ __ __ __ __ __ __ __ __ __ __  |                                   |
| BAN_STU_CONNX_ADM_C        | BAN_STU_CONNX_HOU_C                  |                                   |
| BAN_STU_CONNX_BRS_C        | BAN_STU_CONNX_HS_C                   |                                   |
| BAN_STU_CONNX_COL_C        | BAN_STU_CONNX_IR_C                   |                                   |
| BAN_STU_CONNX_DAN_C        | BAN_STU_CONNX_MUS_C                  |                                   |
| BAN_STU_CONNX_DAP_C        | BAN_STU_CONNX_CPPS_C                 |                                   |
| BAN_STU_CONNX_DRA_C        | BAN_STU_CONNX_REG_C                  |                                   |
| BAN_STU_CONNX_FAM_C        | BAN_STU_CONNX_RL_C                   |                                   |
| BAN_STU_CONNX_FLM_C        | __ __ __ __ __ __ __ __ __ __ __ __  | BAN_STU_CONNX_USERS_C             |

| CAMPUS EPRINT REPORT DISTRIBUTION |                                      |                                   |
| __ __ __ __ __ __ __ __ __ __ __ __ | __ __ __ __ __ __ __ __ __ __ __ __ |                                   |
| BAN_STU_REG_CAMPUS_RPT_C         |                                      |                                   |
| BAN_STUADM_CAMPUS_RPT_C          |                                      |                                   |
| __ __ __ __ __ __ __ __ __ __ __ __ | __ __ __ __ __ __ __ __ __ __ __ __ |                                   |
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