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

1			E-Z Art	is ID: <u>96</u>		
Last Name (print)		Mid		(To Be Assigned)	_	
2. Department:		Bui	lding:	Room:	_	
3. Job title	Email					
4. My status: (circle one)	Staff	Faculty	Administrator	Other		
	Create a new account  Modify my account (acct name)  Remove this account (acct name)					
6. I need Banner access in o	order to:					
Supplemental Access	Forms			Check all that apply		
For student records, I l As a member of IT staf	have attached a c f, I have attached	ompleted Stude l a completed S	man Resources Access for Information Access for systems Support Access for ment attached to this for	orm	icies	
Applicant Signature			Date	Phone		
8. Authorization						
As departmental representat attachments to this form. If Information Technologies so	the user of the	above compu	ting account leaves th			
Signature of Immediate Su	ıpervisor		Date	Phone		
9. Route to Banner Security (	Coordinator – Of	fice of Informa	ation Technologies		_	
Signature of Banner Securit	y Coordinator			_ Date		

Form: BanSec v1.1

# UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS BANNER FINANCIAL RECORDS ACCESS FORM

# This form must be accompanied by a BANNER ACCOUNT REQUEST FORM

Last Name	(print)	First Name	M	iddle E – Z	(To Be A	ssigned)
2. Department:		Job t	title			
		I	artments: Plea Banner Financ	cial Records A	Access	
Mainte	nance (budget	many as needed de transfers, requisition	n entry, etc.)	P	Payroll Expense Deta	uil <u></u> ePrint
4. Supervisor	Approval: Fo	r the transaction typ	es marked abo	ve, this persor	is authorized to ent	er transactions for:
all fund	ls and orgs for	this department	OR _	is limited	l to the following:	
IndexIndex	Fund Fund	Org Org Org Org		Index	Fund Fund	Org Org Org Org
5. Authorization	ns					
to all budget info	ormation for th		, including sal	ary informatio	n. If the user of the	d that this person will have access above computing account leaves
Signature of In	ımediate Supe	ervisor	Da	ate	Phone	
As the Banner F access requested			e completed th	ne Banner Prof	file Assignments For	rm to grant Financial Records
Signature of Fi	nance Securit	y Coordinator	Date			
6. Route to Bar	nner Security (	Coordinator – Office	of Information	n Technologie	s	
Signature of Bar	nner Security (	Coordinator			Date	

Form: BanFin v1.1

#### **BANNER PROFILE ASSIGNMENTS**

# TO BE COMPLETED BY FINANCIAL SERVICES SECURITY COORDINATOR

This form must accompany a BANNER FINANCIAL RECORDS ACCESS FORM.

Campus ID:

Last Name (print) First Name Middle

FINANCE AND SUPPORT STAFF		
(check all that apply)		
ALL FINANCE INB USERS	ACCOUNTS PAYABLE	<u>BUDGET</u>
BAN_FIN_ALL_C	BAN_FIN_AP_BASE_C	BAN_FIN_BUDGET_STAFF_C
BAN_FIN_CAMPUS_RECEIVING_C	BAN_FIN_AP_MANAGER_C	BAN_FIN_RACF_ID_BUD_C
BAN_GEN_ALL_USERS_C	BAN_FIN_AP_STAFF_C	
	BAN_GEN_FIN_ACH_MGT_C	<u>SYSTEMS</u>
<b>ALL FINANCIAL SERVICES USERS</b>	BAN_GEN_FIN_ACH_QUERY_C	BAN_FIN_SYSTEMS_C
BAN_FIN_FINANCIAL_SVC_STAFF_C		BAN_GEN_FIN_SYSTEMS_C
BAN_FIN_REQUISITION_C	<u>PURCHASING</u>	
E_PRINT	BAN_FIN_PURCH_MGR_C	<u>REPORTING</u>
	BAN_FIN_PURCH_STAFF_C	BAN_FIN_EPRINT_C
	BAN_FIN_VENDOR_MAINT_C	BAN_FIN_FORMFUSION_USER_C
<b>GENERAL ACCOUNTING</b>		
BAN_FIN_ACCT_STAFF_C	FIXED ASSETS	HR STAFF
BAN_FIN_BK_RECON_C	BAN_FIN_FIXED_ASSETS_STAFF_C	BAN_FIN_HR_STAFF_C
BAN_FIN_FUPLOAD_C		
BAN_FIN_GEN_ACCT_STDS_BRD_C	<u>GRANTS</u>	SSC PAYROLL
BAN_FIN_JRNL_VCHR_C	BAN_FIN_RESEARCH_STAFF_C	BAN_FIN_PAYROLL_SSC_C
BAN_FIN_NCAS_C		
FINE GRAIN ACCESS GROUP		
1	2	3
4	5	6
EVISIONS INTELLECHECK		
AP SUPERVISOR RECONCILIATION	PROCESS ONLY	RE-PROCESS ONLY
CAMPUS AT LARGE ACCESS		
<u>EPRINT</u>	FINANCE SELF SERVICE	
BAN_FIN_CAMPUS_RPTS_C	CWID and PIN ACTIVATION	
BAN_FIN_EPRINT_FACILITIES_C		

# 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: