



BANNER STUDENT INFORMATION SYSTEM Account Request Form

Instructions: (1) Complete this form and obtain all signatures; (2) Read the enclosed "Banner Policy and Statement of Accountability;" (3) Sign the Statement of Accountability; (4) forward the signed Account Request Form and the Statement of Accountability to the Office of the Registrar, UC Entrance #5. ***You will be required to receive Banner training prior to issuance of your login and password. You will be contacted to schedule training when your request has been approved. Non VSU employees require approval by area requesting access.***

Name _____ Date _____
First
Middle
Last

Department _____ Position Title _____

VSU Employee _____ Dept Head Signature _____
Yes or No

Building _____ Room _____ Telephone _____ E-Mail _____

Individual You Are Replacing (*if applicable*) _____

Check the specific types of data that are used in your position and the functions you perform. (Check all that apply.)

Registrar's Approval
Academic Functions Performed

Financial Services Approval (if required)
Accounts Receivable Functions Performed

Admissions

Cashiering

Advising

Student Financial Services

Overrides

Student Registration (View Only access)

Register students

Other (describe):

Other (describe):

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), Valdosta State University may disclose personal identifiable information from an education record of a student without the student's consent to other school officials within the University who have been determined to have legitimate educational interests. Access to Banner will be given only to those individuals who have met this criterion. Please read the enclosed Policy statement and sign the Statement of Accountability. Remember, you will be held responsible for all activities performed with your password.

For Registrar's Office use only
 (signature is required for all accounts)

Banner Forms Approved:
 Inquiry Only Add/Update

_____/____/____
 Signature Date

Fin Services Approval (*required*
IF Accts Receivable selection is checked
above)

Banner Forms Approved:
 Inquiry Only Add/Update

_____/____/____
 Signature Date

For IT use only

Login Name _____
 Password _____
 Training Date _____
 Password Deactivated _____
 Reason _____

**BANNER POLICY
AND
STATEMENT OF ACCOUNTABILITY**

- As part of my duties and responsibilities as an employee of VSU, I understand that I am gaining access to the Banner student information system. I understand that access to this system includes the responsibility for maintaining the privacy of student records.
- Your Banner system logon and password are confidential and you should not share it with anyone.
- The Division of Information Technology or the Registrar's Office must be notified of any change in personnel that affects a system account. The Banner system will require that you change your password at intervals not to exceed 180 days.
- All Staff and Faculty users having access to information should review statutory requirements of the Family Educational Rights and Privacy Act (FERPA), University policy and confidentiality of student information.
- Departmentally approved student assistants are required to establish an individual Banner account.
- A user should log-off the Banner system anytime a terminal is to be left unattended for an extended period and a user should not leave a student or faculty record displayed on a terminal which is left unattended. A simple screensaver must be employed with password lock setting if the computer is left unattended for more than fifteen minutes.
- Terminals should be placed so that students and visitors cannot see the screen. This helps prevent unauthorized viewing of student records.
- Reports and printouts containing any information that could be construed as being sensitive should be properly stored (i.e., not left in plain view). When you no longer have use for a report or printout, please be careful that it is disposed of promptly. Student Record Reports should be shredded before disposal.
- Any questions concerning access or release of student academic information should be referred to the Registrar's Office, 333-5729.

I have read the guidelines for using the Banner system and understand all of the requirements contained. I understand that I am not to share my password and acknowledge that my failure to follow the policies may subject me to disciplinary action to include dismissal and possible legal action.

SIGNED _____ DATE: ___/___/___ DEPT: _____