



Valdosta State University
Office of the Registrar
Valdosta, Georgia 31698-0175
Ph 229-333-5727 Fax 229-333-5475

BANNER ACCESS AND STATEMENT OF ACCOUNTABILITY

- As an employee of VSU, I understand that I am gaining access to the BANNER student information system, and 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 should not be shared. You should change your password periodically.
- The Office of Information Technology or the Registrar's Office should be notified of any change in personnel that affects a system account.
- All Staff and Faculty users having access to information should review statutory requirements of the Family Educational Rights and Privacy Act (FERPA) and subsequent amendments. Also, review University policy on the confidentiality of student records and nondirectory information.
- Departmentally approved student assistants are required to establish an individual BANNER account.
- A user should log-off the BANNER system anytime a microcomputer will be left unattended for an extended period. Do not leave a student or faculty record displayed on an unattended microcomputer.
- Workstations should be placed so that students and visitors cannot see the screen to help prevent unauthorized viewing of records.
- Reports and printouts containing any information that could be confidential should be properly stored (not left in plain view). When you no longer have use for reports or printouts, please dispose of them promptly. Student records and reports should be shredded before disposal.
- Any questions concerning access or release of student academic information should be referred to the Registrar's Office, ext. 5729, or Information Technology, ext. 5974.

I have read the guidelines for using the BANNER system and understand all of the above requirements. 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.

Name:
Dept:
Email:

SIGNED: _____ DATE: ____/____/____

ID#
Employee ID Number

6-DIGIT PIN
Numeric only -- Not alpha

**Print and return complete form to the Registrar's Office for processing.
You will be notified by Email after account form is processed.**

This form does not enable Deans and Department Heads to use Banner GUI. That form is available in the Registrar's Office.