



Office of the Registrar  
Valdosta State University  
Phone: 229-333-5727 Fax: 229-333-5475

## BANNER WEB ACCESS AND STATEMENT OF ACCOUNTABILITY

- 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 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 non-directory information.
- Departmentally approved graduate assistants are required to establish an individual BANNER account. It is the responsibility of the department chair to inform the Registrar of any changes to graduate assistant personnel.
- A user should log-off the BANNER system anytime a computer will be left unattended for an extended period. Do not leave a student or faculty record displayed on an unattended computer.
- 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. 5727. Please return completed form to Registrar's Office

**I have read the guidelines for using the BANNER WEB 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.**

Please print the following information:

Name: \_\_\_\_\_

VSU ID or SSN: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Dept: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Dept Head Signature (required for non-faculty only): \_\_\_\_\_