BANNER STUDENT INFORMATION SYSTEM
INB Account Request Form

This form should be completed for the employee by the manager or department head

Instructions:
r Review the referenced documents to determine the appropriate access;
r Complete the employee information and specify requested access below;
r Have the department head sign below, and have employee sign the Statement of Accountability (following page);
r Forward the signed Account Request Form and the signed Statement of Accountability to the Office of the Registrar, UC Entrance #5.

Name_____ ID (87#) _____

     First   Middle   Last

Department_____ Position Title_____

Building_____ Room_____ Phone_____ EMail_____

Former Incumbent or Account Being Replaced (if applicable)_____

Specify the employee position number OR the security classes to be assigned. A list of security classes by position is available at https://eas1.valdosta.edu/spV3/INB_access_by_position.pdf. The detailed access information (forms, reports, processes) for those security classes can be found at https://eas1.valdosta.edu/spV3/acess_detail_by_security_class.pdf By specifying only an employee position number, you are requesting the default security classes associated with that position, as indicated by the document referenced above. Security classes must be specified for any position not listed in the document. Specify any additional forms/reports/processes not included in the position's default security classes.

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Department Head Signature_____ Date_____

In accordance with 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.

BANNER POLICY
AND
STATEMENT OF ACCOUNTABILITY

As part of my duties and responsibilities as an employee of VSU, I understand that I am being granted access to the BANNER student information system. I understand that access to this system includes the responsibility for maintaining the privacy of student records.

My BANNER account credentials (e.g. username and password) are confidential and should not be shared with anyone. I am required to change my password at regular intervals according to the policy for the system.

The Office of Information Technology or the Registrar's Office should be notified of any position change related to 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), University policy and confidentiality of student information.

Multi-incumbent positions (e.g. Graduate assistants, student assistants, work study) are required to have individual BANNER accounts for each employee.

I should log-off the BANNER system any time a workstation is to be left unattended for an extended period, and I should not leave information displayed on a terminal which is left unattended.

Workstation displays s45 4rkstat0.61 0 5lTT11 811 0 TDstat -.0002 1 1 6tat -oighDw .