



BANNER STUDENT INFORMATION SYSTEM INB Account Request Form

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

Instructions:

- Review the referenced documents to determine the appropriate access;
- Complete the employee information and specify requested access below;
- Have the department head sign below, and have employee sign the Statement of Accountability (*following page*);
- 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 _____ E-Mail _____

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/access_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.

For Registrar’s Office use only
Signature is required for all accounts

INB Access Approved:

Signature Date

Financial Services Approval
*Required **IF** indicated for a requested security class)*

INB Access Approved:

Signature Date

* A security class is a collection of system privileges, grouped by related function.

**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 should be always be placed to prevent unauthorized viewing.
- Reports and printouts containing any information considered sensitive should be properly stored (i.e., not left in plain view). When I no longer have use for a report or printout, I will dispose of it promptly. Student information should be shredded before disposal.
- Any questions concerning access or release of student academic information should be referred to the Registrar's Office, 229.333.5727.

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: _____