



Check one:
[ ] Admin Faculty
[ ] Staff
[ ] Student

Name \_\_\_\_\_ Department \_\_\_\_\_
Position \_\_\_\_\_ Telephone \_\_\_\_\_

Eastern email address \_\_\_\_\_

- Please take this form to your immediate supervisor for a signature on the line below.
Go to the website: http://www.eou.edu/infosys/inb/ferpa.pdf Read and familiarize yourself with the policies.
Arrange for Banner SIS training and have the trainer sign on the second page.
Return this form to the Information Technology Department Inlow Hall 008
You will be notified by email when your access has been completed.

General Banner Access: General [ ] Job Submission [ ] Letter Generation [ ]

General Forms: \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

By signing I authorize the above person to have Banner SIS access

Admissions Permissions:

Admin [ ] User [ ] Counselor [ ]
Advisor [ ] Registration [ ] Business Affairs [ ] Financial Aid [ ] Student [ ] AG [ ]
DDE [ ] Residence Life [ ] College of Education [ ] College of Arts & Sciences [ ] College of Business [ ]

Additional Forms or Reports \_\_\_\_\_

Why I need these forms or reports: \_\_\_\_\_

Signature of Admissions Director \_\_\_\_\_

Registrar Permissions:

Admin [ ] Reg [ ] User [ ]
Advisor [ ] Admission [ ] Business Affairs [ ] Financial Aid [ ] Student [ ] AG [ ]
DDE [ ] College of Arts & Sciences [ ] College of Business [ ] College of Education [ ] Residence Life [ ]

Additional Forms or Reports \_\_\_\_\_

Why I need these forms or reports: \_\_\_\_\_

Signature of Registrar \_\_\_\_\_

Residence Life Permissions:

Administrator [ ] User [ ]
Advisor [ ] Admission [ ] Registration [ ] Business Affairs [ ] Financial Aid [ ] Student [ ]
AG [ ] DDE [ ] College of Arts & Sciences [ ] College of Business [ ] College of Education [ ]

Additional Forms or Reports \_\_\_\_\_

Why I need these forms or reports: \_\_\_\_\_

Signature of Residence Life Director \_\_\_\_\_

Business Affairs Permissions:

Administrator [ ] User [ ]
Advisor [ ] Admission [ ] Registration [ ] Financial Aid [ ] Student [ ] AG [ ]
DDE [ ] College of Arts & Sciences [ ] College of Business [ ] College of Education [ ] Residence Life [ ]

Additional Forms or Reports \_\_\_\_\_

Why I need these forms or reports: \_\_\_\_\_

Signature of Business Affairs Director \_\_\_\_\_

Financial Aid Permissions:

Administrator [ ] User [ ]
Advisor [ ] Admission [ ] Registration [ ] Business Affairs [ ] Student [ ]
DDE [ ] Residence Life [ ]

Additional Forms or Reports \_\_\_\_\_

Why I need these forms or reports: \_\_\_\_\_

Signature of Financial Aid Director \_\_\_\_\_



Check one:
Admin Faculty
Staff
Student

Name Department
Position Telephone
Eastern email address
Printer Used for Banner Reports:

User Requirements:

- Go to website: http://www.eou.edu/infosys/inb/ferpa.pdf Read and familiarize yourself with the policies.
Go to website: http://www.ous.edu/cont-div/cobpp/10.00\_index.php and familiarize yourself with section "10.00 Electronic Information Systems Use".
Arrange for Banner FIS training through your supervisor and have the trainer sign below.
Please sign below and take this form to your immediate supervisor for completion of the remainder of this form.
Return this form to the Information Technology Department Inlow Hall 008
You will be notified by email when your access has been completed.

Supervisor Section:

General Banner Access:

General Job Submission
General Query to the System Yes No

Finance:

Enter Journal Vouchers (JV's) Yes No
Enter Journal Vouchers for other Universities Yes No
Enter Department Invoices Yes No
Enter Department Purchase Orders Yes No
User Limited to Specific Organization(s) Yes No If yes, please list:

Budget:

Create Budget Changes Yes No Dollar Limit: \$

Approvals:

Approve Documents Entered by Others Yes No
Approve Purchases and Payments Yes No Dollar Limit: \$

Payroll:

Access Departmental Payroll Information Yes No

Other Access Needs:

Applicant's Signature: Date:
By signing I certify I have read EOU policie regarding Banner access and read and signed the Banner Confidentiality Agreement.

Trainers Signature: Date:
By signing I authorize the above user has or is scheduled for training

Payroll Managers Signature: Date:
(If authorized to view payroll information) By signing I authorize the above user to have access to their department's payroll information

Supervisor's Signature: Date:
By signing I authorize the above user to have Banner FIF access and all rights as outlined above



Security and confidentiality are matters of concern to all University employees and to other persons who have access to student/employee/university records. The purpose of this document is two fold; first to clarify your responsibilities when working in the system, and second to clarify that you have the training necessary to navigate within the system. If you are given query access to the confidential materials in Banner, you are expected to adhere to the security regulations stated below. As a person who has access to such information,

**YOU MAY NOT:**

- Share your Banner password with another person.
- Permit anyone to access Banner under your password.
- Allow an individual access to your computer when you are logged into Banner. Each individual must have his/her own password and access.
- Permit the unauthorized use of any information in data files maintained, stored or processed by the University.
- Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information that you have or have acquired through work assignments.
- Exhibit or divulge the contents of any record or report to any person, except in the conduct of your work assignment and in accordance with University policies and procedures and Federal and State regulations. (See Registrar's office for copies.)
- Knowingly include, or cause to be included, a false, inaccurate, or misleading entry in any report or file.
- Aid, abet, or act in conspiracy with another to violate any part of this code

*Any knowledge of a violation of this code must be reported in writing immediately to the violator's supervisor. Violations may lead to reprimand, suspension, or dismissal from the job. Violations can also lead to action under the State of Oregon status pertaining to theft, alteration of public records, or other applicable sections.*

\_\_\_\_\_ ***I have read and understand the FERPA rules as it relates to my work.***  
*(Initial here)*

Your signature below indicates that you have read, understand and will comply with the above.

User's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please enter the names of the individuals who have trained you on Banner, navigation and confidentiality**

\_\_\_\_\_

The following section is for Information Technology Staff only

Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_ By \_\_\_\_\_