



Banner Information Systems Access Request and Security Form (Student, Financial & Human Resource)

PERSONAL INFORMATION

Name: _____ Employee ID: _____ (not SSN)

EOU E-mail: _____ Phone: (____) _____ - _____ Printer ID: _____

Job Classification: Admin Faculty Staff Student

Department: _____ Location: _____ Position Title: _____

ACCESS INFORMATION

Access Level for YOUR Department: Administrator User General Query Student

General Banner Access: Query Access Add/Modify Data Job Submission Letter Generation
(check all that apply)

Banner Forms, Reports or Processes Required: _____

(please note if update privileges to these forms is needed)

If update privileges are required, Signature of Department Director: _____ Date: _____

SPECIAL FINANCE / HR ACCESS (if required as part of your position)

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, list Orgs: _____

Budget:

Create Budget Changes..... Yes No If yes, dollar limit: \$ _____

Approvals:

- Approve Documents Entered by Others..... Yes No
- Approve Purchases and Payments..... Yes No If yes, dollar limit: \$ _____

Payroll:

Access Departmental Payroll Information..... Yes No *(Payroll Manager signature required)*

USER REQUIREMENTS

- ✓ Go to <http://www.eou.edu/infosys/inb/ferpa.pdf> Read and familiarize yourself with the policies.
- ✓ Go to <http://www.ous.edu/dept/cont-div/policy/cobpp/10-01> and familiarize yourself with the policy.
- ✓ If requesting FIS permissions arrange for training through your supervisor and have the trainer sign below.
- ✓ If requesting HRIS permissions arrange for training through your supervisor and have Payroll Manager sign below.
- ✓ Sign and take this form to your immediate supervisor for completion and a signature.
- ✓ Return this form to the Information Systems Department, Inlow 214
- ✓ You will be notified by email (your EOU account) when your access has been granted.

Applicants Signature: _____ Date: _____

By signing I certify I have read both the EOU Banner Access Policy and the Banner Confidentiality Agreements

Supervisors Signature: _____ Date: _____

By signing I authorize the above user to have Banner access and all rights as outlined above

FIS Trainer Signature: _____ Date: _____

By signing I authorize the above user has or is scheduled for training

Payroll Managers Signature: _____ Date: _____

By signing I authorize the above user to have access to their department's payroll information



Information Systems Confidentiality Agreement

NOTICE – USERS MUST READ CAREFULLY

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 twofold; 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.

USERS WITH INFORMATION SYSTEM ACCESS

WILL:

- Maintain compliance with EOU Acceptable Use Policy.
- Be vigilant against computer viruses and report any immediately report suspected infections or odd computer behavior.
- Be an advocate for the protection of sensitive data.
- Participate in security awareness training provided by EOU.

WILL 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 EOU security manual, located on the EOU IT web site (<http://www.eou.edu/it>).
- 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 EOU and FERPA rules as they relate to my work.**
(Initial here)

User's Signature: _____ Date: _____

Your signature indicates that you have read, understand and will comply with all policies and responsibilities as outlined above.

Please list name / title of person(s) who has trained you on Banner use and confidentiality compliance standards:

The following section is for Information Systems Staff only:

SIS-Date Received: _____ Date Processed: _____ By: _____

FIS-Date Received: _____ Date Processed: _____ By: _____