

Section 1: To be completed by Employee **NOTE: This is a fillable PDF form**

Personal Data: Please Print

Last Name: _____ First Name: _____ MI _____

University ID# _____ TITLE: _____ EXT: _____

EMAIL: _____@aamu.edu DEPT/SCHOOL _____

Employee Status Staff Faculty Grad Student Undergrad Student Temp Other _____

Type of Access New ADD (Additional Access Requested) Temporary, Expiration Date: _____

REMOVE – Expire Account. Student, Expiration Date: _____

I have read and signed the **Confidentiality Acknowledgement Statement** and agree to abide by the policies outlined therein. ITS must have this form on file.

Employee Signature: _____ **Date:** _____

Section 2: Justification (To be completed by Employee)

Employee needs access to perform the following job function(s):

Section 3: To be Completed by Employee's Department Head/Supervisor: Please check Banner Module (only one) & Function(s) to be accessed. NOTE: Only one Banner Module can be selected per form. A separate Request for Access form is required for each Banner Module.

| | | |
|--|---|---|
| <input type="checkbox"/> Budgeting (Data Steward: Budget Director) <input type="checkbox"/> Department Budget Responsibility <input type="checkbox"/> Full access to Budget forms and processes <input type="checkbox"/> View budget balances & transaction activity <input type="checkbox"/> Other (describe in Justification) | <input type="checkbox"/> Finance (Data Steward: Chief Financial Officer) <input type="checkbox"/> Enter Encumbrances & Requisitions <input type="checkbox"/> Approve Encumbrances & Requisitions <input type="checkbox"/> View budget balances & transaction activity <input type="checkbox"/> Other (describe in Section 2: Justification) NOTE: access cannot be granted to enter and approve Requisitions | <input type="checkbox"/> Accounts Receivable (Approval: Chief Financial Officer) <input type="checkbox"/> Full access to Banner AR forms & processes <input type="checkbox"/> Full query only access to AR for admissions <input type="checkbox"/> Limited query only access to AR for admissions <input type="checkbox"/> Limited access to AR for Financial Aid Office <input type="checkbox"/> Limited access to AR for Housing Office <input type="checkbox"/> Other (describe in Justification) |
|--|---|---|

| | | |
|--|---|---|
| <input type="checkbox"/> Financial Aid (Data Steward: Director Financial Aid) <input type="checkbox"/> Full access to Banner financial aid forms & processes <input type="checkbox"/> Limited access for admissions <input type="checkbox"/> Limited query only access <input type="checkbox"/> Other (describe in Justification) | <input type="checkbox"/> Human Resources (Data Steward: HR Director) <input type="checkbox"/> Full access to Banner position control forms and processes <input type="checkbox"/> Access to SSN (INB Only) <input type="checkbox"/> Other (describe in Justification) | <input type="checkbox"/> Student (Data Steward: University Registrar) <input type="checkbox"/> Full access to Banner student forms & processes <input type="checkbox"/> Limited access for academic administrators <input type="checkbox"/> Limited query access for Academic Affairs Staff <input type="checkbox"/> Limited access for Financial Aid staff <input type="checkbox"/> Limited query access for Housing <input type="checkbox"/> Other (describe in Justification) |
|--|---|---|

Reporting Tools Argos (Datablock Discover) Argos Report Writer Argos Report Viewer ODS Other (describe in justification)
Specify module Finance HR Student Budgeting Financial Aid **NOTE: Data Steward Signature Required for Reporting**

Section 4: Employee's Department Head/Supervisor Approval

A signature below certifies that access is required for job duties. If the employee leaves the University or transfers to a different department, I will notify ITS so that departmental access is terminated.

Print Name _____ **Approval Signature** _____ **Date** _____ **Phone Ext.** _____
 Supervisor/Department Head/Dean/Director Supervisor/Department Head/Dean/Director

Section 5: Data Steward Approval

Banner Access Type (select one) QUERY (view only) DATA ENTRY (update/modify)

Security Class: _____ **OR** _____

Business View or Area: _____ **Business Objects (forms and/or procedures):** _____
 _____ **Primary Reporting View:** _____

Signatures & Date
 Data Steward _____
 Print Name: _____
 DENIED

Signatures & Date
 Data Steward _____
 Print Name: _____
 DENIED

Confidentiality Acknowledgement Statement

Security and confidentiality of University data records are matters of concern for all staff who have access to hard copy records or computerized databases. The databases are a repository of information stored in the central computer system of the university and are maintained by the officers of primary responsibility.

Student educational records are subject to privacy protections under the Family Educational Rights and Privacy Act (FERPA) [see: <http://www.aamu.edu/registrar> for more information regarding FERPA]. Each person working with AAMU administrative computer systems' holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. A person's conduct, either on or off the job, may threaten the security and confidentiality of the files, and any employee or person with authorized access to the system is expected not to make or permit unauthorized use of any information in the files.

Employees (students, faculty or staff) with access to AAMU data (student records, financial records, human resources, etc.) are required to:

- Not share or permit others to have access to your password. Report immediately to ITS Security if you think your password has been breached.
- Secure and lock your computer when you step away from your desk.
- Not seek personal benefit or permit others to benefit personally by any confidential information which has come to them through their work assignment.
- Not exhibit or divulge the contents of any record or report to any person except in the conduct of their regular work assignment.
- Not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- Not remove any official record or report (or copy) except in the performance of regular duties or in cases with prior approval.
- Not operate or request others to operate any university computer equipment for personal business.
- Not aid, abet, or act in conspiracy with any other person to violate any part of this code.
- Not process any application or perform any transaction related to an employee's record or that of a relative unless authorized in advance by a director.
- Immediately report any violation of this code to a supervisor.
- Secure and protect assigned IDs and passwords.
- Adhere to the AAMU Data Standards when entering data into the University Banner system.

I understand that my access to University data and information is for the sole purpose of carrying out my job responsibilities. Breach of confidentiality, including aiding, abetting, or acting in conspiracy with any other person to violate any part of this policy, may result in sanctions, civil or criminal prosecution and penalties, loss of employment and/or University disciplinary action, and could lead to dismissal, suspension, or revocation of all access privileges. I understand that misuse of university data and information and any violation of this policy or the FERPA policy are grounds for disciplinary action, up to and including, dismissal.

I have read this Code of Responsibility and agree to comply with all its conditions and stipulations.

| | |
|--------------------|-------------------------|
| PRINT Name | User_ID (e-Mail) |
| Signature X | Date |

NOTE: Signature must be original, no stamps or "signed for."