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 **Replaced**

          _____   _____

          _____   _____

          _____   _____

          _____   _____

          _____   _____

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 s5 4kstat005lTTT18TDstat-.0 16at-oighDw.