

Student Module Banner Security Form

Ursa security access is necessary in order to provide you access to any of the four integrated modules; STUDENT, FINANCIAL, PAYROLL/HR, FINANCIAL AID. This form is used specifically for STUDENT access.

If you have questions please contact the Registrar's Office at 970.351.2231.

Complete this form for access to Banner STUDENT and fax to the Registrar's office at 970.351.1870.

CLIENT INFORMATION

First Name: _____ MI: _____ Last Name: _____

Bear Number: _____ Department: _____

Email address: _____ Phone Extension: _____

Employee Type: Faculty Staff TA/GA University Aide Student Employee

ACTION

- New User: If you currently do not have Banner access
- Update User: If you currently have Banner access to the listed database
- Remove User: Employee leaving University/Department and no longer needs Banner access

DATABASE

- PRODUCTION TEST PRE-PRODUCTION QA

INFORMATION NEEDS

I need access to the Student Module to perform the following functions (ie. register students, view only student records, schedule classees, etc.):

GLOBAL BANNER STUDENT QUERY ACCESS CLASSES

- UNC_GEN_USER_ALL_C UNC_ST_USER_ALL_C

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CLIENT SIGNATURE *(PLEASE REVIEW AND SIGN)*

I acknowledge that I have read the University of Northern Colorado procedures for the administration of the Family Education & Privacy Act at <http://www.registrar.unco.edu/Ferpa.htm> and the University of Northern Colorado Information Technology Procedures at <http://www.unco.edu/it/aboutit/computingproceduresindex.htm> and the University of Northern Colorado Ursa Data Standards at http://www.unco.edu/ursaunc/resources/data_standards.pdf. I further acknowledge that I understand my responsibilities as related to FERPA and to the Information Technology policies and understand that unauthorized release of student information is in violation of the FERPA policy and will necessitate the revocation of access to the University data. Violation of FERPA and Information Technology policies and any improper use of computer resources may result in disciplinary action up to and including termination.

Client Signature: _____ Date: _____

SUPERVISOR AUTHORIZATION *(PLEASE REVIEW AND SIGN)*

When you sign this request to grant access you assume the responsibility to provide training for the person receiving the authorization, to provide information about FERPA, to monitor the use of the information, to request the cancellation of access should the user resign or be terminated from his/her position, and authorize changes for login.

Supervisor Signature: _____ Date: _____

STUDENT MODULE DATA STEWARD APPROVAL

Signature: _____ Date: _____