

Finance 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 FINANCE access.

Complete this form for access to Banner FINANCE and fax to the Financial Services office at 970.351.1142.

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 do not have currently 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

FINANCE NEEDS

I need access to the Finance Module to perform the following functions
(Please contact Financial Services at 970.351.2237 for assistance):

GLOBAL BANNER FINANCE QUERY ACCESS CLASSES

- UNC_GEN_USER_ALL_C UNC_FIN_USER_ALL_C

Finance Module Banner Security Form



FUND & ORGANIZATION ACCESS

Actions: (A)dd or (D)elete **Access:** (P)osting, (Q)uery, or (B)oth

Fund	Action	Access

Org	Action	Access

If you need additional space please add to an additional sheet

Requisition or Purchase Order:

Ship to Department Address Code:

CLIENT SIGNATURE (PLEASE REVIEW AND SIGN)

I acknowledge that I have read the University of Northern Colorado procedures for the administration of the Family Educational Rights & Privacy Act at <http://www.registrar.unco.edu/Ferpa/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: _____

FINANCE DATA STEWARD APPROVAL

Signature: _____ Date: _____

Processed by: _____ User Notified Date: _____