

# Otis College of Art and Design

## Request for Banner Access

### Applicant Section

I understand that this Banner Student Information System account is assigned to me at the request of my Department Head to be used only in conjunction with my assigned duties as an employee of Otis College of Art and Design and may be revoked without notice upon the request of my supervisor, Human Resources VP, or the CIO. I understand and accept the following terms and conditions:

- I am aware that passwords are the first line of security on the Banner Student Information System. I agree not to reveal my password nor allow anyone to use the account assigned to me, including my supervisor.
- I am responsible for any and all changes made to the database under my user name.
- I may not reveal the content of any record or report to anyone, except in the proper conduct of my work assignments and in accordance with College policies and procedures.
- I may not include false, inaccurate or misleading entry in any report or record.
- I may not seek personal benefit or allow others to personally benefit from the knowledge of any confidential or privileged documents or information.
- I agree to abide by the Family Education Rights and Privacy Act of 1974 (FERPA) regulations. Under this act, information about current and former Otis College students is legally designated as private. I agree to refer *all outside requests* for student information to the Office of the Registrar, unless I have been authorized by the Registrar to release pre-designated information.
- I must maintain the confidentiality of any and all data that I retrieve from the Banner Student Information System in the course of my job duties, including data that I use for reporting purposes or in other software products.
- I will not expunge a data record or a data entry from any record, report or file.
- Access to administrative data will be determined by the requirements of my job, and therefore I am only authorized to retrieve this data on a "need to know" basis.
- I may not remove any original or copy of an administrative record, education record, report, or any other confidential or privileged document, from the office where it is maintained, except in the performance of official duties and authorized by law.
- I agree to comply with all Otis College of Art and Design policies on security, computer access, and confidentiality of data, data entry standards, and data integrity. I have read, understand and will comply with the following policies:
  - Policy Regarding Appropriate Use of Campus Computing and Network Resources
  - Information Security
  - Banner Data Acceptable Use
  - Data Entry Standards for Banner Users
  - Granting Banner Accounts
- I have completed the online Ellucian Web Based Training on "Navigating in Banner" and "Personalizing Banner". I also have read and signed the "Privileged Access Confidentiality Agreement" form and is on file in my personnel file in Human Resources.

# Otis College of Art and Design Request for Banner Access

I am aware that any violation of College policies may lead to the immediate suspension of my computer privileges. I understand that unauthorized release of sensitive or restricted information is a breach of data security and may be cause for disciplinary action, which could include dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ College ID: \_\_\_\_\_

Job Title: \_\_\_\_\_ Extension: \_\_\_\_\_

Dept.: \_\_\_\_\_ Bldg/Room: \_\_\_\_\_

Student/Faculty/Staff Email Address: \_\_\_\_\_

**Install Oracle ODBC on my computer:** Yes No If Yes, Computer Asset No. \_\_\_\_\_

Job Position: \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

## Department Head Section

I authorize a user id or the changes listed for the above person. I understand that it is my responsibility to inform IT when there is a change in the applicant's employment status. I also understand that I am responsible accuracy and correctness of the data entered and/or modified by this user.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head's Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Information System's Section

I authorize the creation of a Banner user account for the above applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Information Systems Only		
Username: _____	Completed by: _____	Date: _____