



Banner Access Request

Complete and email this form to bannerpaws@jsums.edu .	
Date	
Employee's Name and Title	
Employee's J-Number	
Employee's E-mail Address	
Employee's Telephone Number	
Supervisor's Name and Telephone Number	

Check 'Create NEW Banner Account' or 'Change EXISTING Banner Account'

<input type="checkbox"/>	Create NEW Banner Account	
<input type="checkbox"/>	Set new account to mirror:	J#
<input type="checkbox"/>	Change EXISTING Banner Account	

Confidentiality Statement - Read Carefully and Sign

I agree to treat all information I am granted access to as confidential. I will use this information to fulfill my job responsibilities only. I will not share access to, print, copy, or disclose confidential information to the University's employees, students, or anyone else with no business need for it. This includes information concerning the University's students, employees, vendors, consultants, contractors, and donors. I will not share my username and password with anyone.

I will comply with all University Policies and Procedures, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and all other regulations issued by the U.S. Department of Education which defines the confidentiality of student records. I agree to comply with all other Federal, State, and District laws.

I, (print name) _____ read this confidentiality statement. I understand my obligation and liability as an authorized user of the University's information systems. I understand that failure to abide by these conditions may result in disciplinary action including termination of access, employment, and/or prosecution.

Employee's Signature _____ Date _____

Department Supervisor or Manager Authorization

Supervisor's Signature and Title	Supervisor's Email Address

Check the 'Add' or 'Remove' box. On the same row, enter the Banner class or form you want to add or remove. Check 'Q' for query access or 'M' for update access on the row.

[illegible]

SIGNATURE PROTOCOL

Banner	Banner Module Owners/Champions	Signature(s) Required
Banner Advancement	Access to forms beginning with 'A' require Dr. Hoard or Mrs. Mitchell's signature	
	Dr. David Hoard VP of Institutional Advancement	
	Mrs. Patricia Mitchell AVP of Institutional Advancement	
	Ms. Larissia Crosby Comptroller of Institutional Advancement	
Banner General	Access to forms beginning with 'G' require Dr. Dent's or Ms. Smith's signature	
	Dr. Deborah Dent CIO/VP of Information Technology	
	Ms. Artis Smith IT Contract Administrator	
Banner Student	Access to forms beginning with 'S' require Dr. Renick or Dr. Evan's signature	
	Dr. James Renick Provost of Academic Affairs	
	Dr. Nicole Evans Asst. Provost/Institutional Research & Planning	
Banner Finance	Access to forms beginning with 'F' or 'T' require Mr. Thomas or Mrs. Brown's signature	
	Mr. Michael Thomas VP of Finance and Operations	
	Mrs. Dana Brown Associate VP of Finance and Operations	
Banner Human Resources	Access to forms beginning with 'P' require Mr. Thomas or Mrs. Pack's signature	
	Mr. Michael Thomas VP of Finance and Operations	
	Mrs. Robin Pack Executive Director, Human Resources	
Banner Position Control	Access to forms beginning with 'N' require Mr. Thomas or Mrs. Harrison's signature	
	Mr. Michael Thomas VP of Finance and Operations	
	Mrs. Tammiko Harrison Exec. Director, Budget and Financial Analysis	