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**Banner Document Management System Access Request**

|  |  |
| --- | --- |
| **Complete and email this form to bannerpaws@jsums.edu** | |
| Date | Click here to enter a date. |
| Employee’s Name and Title | Click here to enter text. |
| Employee’s J-Number | Click here to enter text. |
| Employee’s E-mail Address | Click here to enter text. |
| Employee’s Telephone Number | Click here to enter text. |
| Supervisor’ Name and Telephone Number | Click here to enter text. |

Check ‘Create NEW BDMS Account’ or ‘Change EXISTING BDMS Account’ and   
 Select ‘BDMS User Role’

|  |  |  |
| --- | --- | --- |
|  | Create NEW BDMS Account | |
|  | Change EXISTING BDMS Account | |
|  | Set NEW account to Mirror | J# |
|  | Business Area Group Name |  |
|  | Business Area Administrator | |
|  | Business Area Power User | |
|  | Business Area Viewer | |

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** |
|  |  |

Created: 11/03/2014

**Created Business Area Groups**

* Group Name – **Business Area Administrator**: [e.g. Advancement Administrator]

Application – **Business Area Application** [e.g. B-H-ID, B-H-APPL, B-H-EMPL, B-H-POSN, B-H-FLAC]

* Privileges
  + Scan/Index Online
  + Enhance Pages
  + Batch Scan
  + Batch Index
  + Modify Index
  + Display
  + Print
  + Delete Doc
  + Delete page
  + Add page
  + Modify App
  + Create Annotations
  + Edit Annotations
  + Create Redactions
  + Edit Redactions
  + Global Annotations
* Group Name – **Business Area Power User**: [e.g. Advancement Power User]

Application – **Business Area Power User** [e.g. B-H-ID, B-H-APPL, B-H-EMPL, B-H-POSN, B-H-FLAC]

* Privileges
  + Scan/Index Online
  + Enhance Pages
  + Batch Scan
  + Batch Index
  + Modify Index
  + Display
  + Print
  + Delete Doc
  + Delete page
  + Add page
  + Modify App
  + Create Annotations
  + Edit Annotations
  + Create Redactions
  + Edit Redactions
* Group Name – **Business Area Viewer**: [e.g. Advancement Viewer]

Application – **Business Area Viewer** [e.g. B-H-ID, B-H-APPL, B-H-EMPL, B-H-POSN, B-H-FLAC]

* Privileges
  + Display
  + Print - optional

|  |  |  |
| --- | --- | --- |
| **This Privilege** | **Grants This Ability** | **Required Co-Privileges** |
| Scan/Index Online | The user can perform online indexing of scanned documents. | Add Page |
| Enhance Pages | The user can perform image enhancement functions such as deskew, inverse text correction, and dot shading removal. | Add Page and Display |
| Batch Scan | The user can perform batch creation functions, and use Batch Create and Batch Import. (The Batch Scan and Add Page privileges are both necessary in order to perform these functions in AppXtender Document Manager. Only the Batch Scan privilege is necessary in order to perform batch creation functions in AppXtender Image Capture.) |  |
| Batch Index | The user can perform batch indexing. | Add Page |
| Modify Index | The user can modify the document indexes. | Display |
| Display | The user can display documents. This privilege also allows ODMA users to open documents in read-only mode. |  |
| Print | The user can print, fax, email, or export pages or documents in AppXtender Document Manager (and can print and fax pages in AppXtender Image Capture). The user can also cut pages, copy pages, or copy text from documents. (The Print and Display privileges are both necessary in order to email, export, copy pages, or copy text. The Print, Display, and Delete Page privileges are all necessary in order to cut pages.) |  |
| Delete Doc | The user can delete documents in the application, including those marked as final revisions. This privilege also allows ODMA users to delete document revisions. |  |
| Delete Page | The user can delete pages in the document. This privilege also allows ODMA users to check in and replace the current document revision. (The Delete Page and Display privileges are both necessary in order to perform these functions.) |  |
| Add Page | The user can add pages to documents in the application. (The Add Page and Display privileges are both necessary when adding pages to existing documents.) This privilege also allows ODMA users to check in, check out, and save documents. |  |
| Modify App | The user can modify existing applications. |  |
| Create Annotations | The user can add annotations. | Display |
| Edit Annotations | The user can edit, delete, or hide the annotations created by the same user. | Display |
| Create Redactions | The user can add redactions. | Create Annotations and Display |
| Edit Redactions | The user can edit, delete, or hide redactions created by the same user. | Edit Annotations and Display |
| Global Annotations | The user can add annotations; can edit, delete, or hide annotations created by other users, and can view the text of text annotation icons created by other users. In addition, if Edit Redactions is selected, the user can add redactions and can edit, delete, or hide redactions created by other users. | Edit Annotations and Display |