BANNER ADMINISTRATIVE SYSTEMS ACCOUNT REQUEST

Faculty	Staff	Student/Wage Employees	Other: _____

New Account Model account after this email id:	Modify Existing Account Delete Existing Account Model account after this email id:

Employee Name/Title _____   College and/or Department _____

Mason Phone Number _____   Mason E-mail _____   G Number _____

Supervisor Name/Title (N/A if Grant fund only) _____   Supervisor Signature (OSP signature if Grant fund only) _____

Departmental Banner Liaison Name/Title _____   Liaison Signature _____

Liaison Mason Phone Number _____   Liaison Mason E-Mail _____   Date _____

Confidentiality Statement

By signing this application, I agree to restrict my computer access to the requirements of my job description. Specifically, I will not—outside the duties of my position—view, print, copy, update, or disclose to any person proprietary, confidential, and/or protected information. Moreover, I agree that:

- I will use only this account and will not share it with anyone else.
- I am responsible for securing this account against unauthorized access and use, and for all activity in this account.
- I will use this account only for the duration of my employment in this position.
- I will use this account only for duties assigned by my supervisor.
- I will keep confidential any and all data whether in electronic or printed format. The confidentiality of student records is defined in the provisions of *The Family Education Rights and Privacy Act (FERPA)* of 1974, as amended (20 U.S.C. 1232 (G)), and with the regulations issues there under by the U.S. Department of Education. See https://registrar.gmu.edu/ferpa/.
- I will not access (view, print, copy, update, or disclose) data for non work-related reasons, including curiosity, even if my account allows such access.
- I will only access my own personnel (Human Resources) records and any student records that I may have through self-service features made available to all personnel and all students. I will not use access given to support my specific work duties to view or update my personnel or student records in any way, even if my work includes personnel or student records of others.

WARNING

Individuals using this computer system are subject to having all of their activities on this system monitored and recorded by system personnel. Anyone using this system expressly consents to such monitoring and is advised that if monitoring reveals possible evidence of criminal activity, system personnel may provide records to law enforcement officials. Short of criminal activity, individuals using the system improperly may lose their access privileges and/or be subject to employee disciplinary action. By signing the form I agree to abide by the terms and conditions as stated above.

Employee's signature _____   Date _____

Banner access is granted according to job function/security class. Please refer to detailed instructions in Patriot Web (login to Patriot Web, select Employee Services, select Request Access to Banner Products) for assistance in completing this form.

Employee Name: _____ **G-Number:** _____

INB Access		BANNER SECURITY OFFICER USE ONLY			Notes:
Security Class(es) Requested:	Add or Delete	Approve or Deny	BSO Signature	Date	

Advisor Self-Service Access		BANNER SECURITY OFFICER USE ONLY			Notes:
Major(s) or Group(s) Requested:	Add or Delete	Approve or Deny	BSO Signature	Date	

Data Mart Access		BANNER SECURITY OFFICER USE ONLY			Notes:
Data Mart(s) Requested:	Add or Delete	Approve or Deny	BSO Signature	Date	
Finance only					
Finance/HR reconciliation					
Human Resources					
*BI Dashboard					
Academic (ADM/SDM Default)					
*ADM/Admissions:					
*SDM/Student: _____					
*And add'l req:_____					
Other (specify here):_____					

Finance Self-Service Access			FINANCE OFFICER USE ONLY		Notes:
Org Code(s):	Fund Code(s):	Rule Group(s):	Rule Group Approval	Date	

Server Access		BANNER SECURITY OFFICER USE ONLY			Notes:
Server(s) Requested: (indicate FTP only or SSH)	Add or Delete	Approve or Deny	BSO Signature	Date	

HR Security adds another layer to Banner allowing users to see or not see records based on HR Org list. Please note that Finance Orgs are assumed and Orgs listed on this page is *in addition to* Finance Orgs that are only applicable to HR Admin Pages and HR Self-Service applications.

Employee Name: _____   **G-Number:** _____

HR Org Access			HR BANNER SECURITY OFFICER USE ONLY			Notes:
Org Code(s):		Add or Delete	Approve or Deny	BSO Signature	Date	

HR Org Access Master Org (Y/N):	HR BSO Signature:	Date:
Business Case:		