# BANNER ADMINISTRATIVE SYSTEMS ACCOUNT REQUEST

| Faculty | Staff | Student/Wage Employees | Other: _____ |
|---|---|---|---|

| New Account<br>Model account after this email id: | Modify Existing Account<br>Delete Existing Account<br>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 _____

Revised: July 14, 2020

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 | |
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| 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 | |
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| 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 | | **Data Mart Access = Microstrategy Access** | | |
| *Finance Dashboard | | | | |
| *Executive Dashboard | | **Finance MSTR access requires fund/org** | | |
| Academic (ADM/SDM Default) | | **access, please list funds/orgs in Finance self-** | | |
| *ADM/Admissions:_____ | | **Service section below, NOT in HR Security** | | |
| *SDM/Student:_____ | | **section on third page** | | |
| *And add'l req:_____ | | | | |
| Other (specify here): | | **Two options for Finance MSTR: see Notes section** | | |

| Finance Self-Service Access | | | | FINANCE OFFICER USE ONLY | | Notes: |
|---|---|---|---|---|---|---|
| Org Code(s): | | Fund Code(s): | Rule Group(s): | Rule Group Approval | Date | |
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| 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 | |
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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 | |
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| **HR Org Access Master Org (Y/N):** | HR BSO Signature: | Date: |
|---|---|---|
| Business Case: | | |
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