



Banner Account Request Form

Supervision Authorization:

Your signature indicates that the Banner Account being created is for the above listed person and is appropriate for their jobs duties. Actual access to data is granted by the Database Administrator Senior and/or the specific Data Custodian who has responsibility for BANNER data. **You are responsible for notifying us if the account is no longer needed because of job duty changes.**

This account is for a: full-time employee temp worker student worker other

For work-study or temporary employees, anticipated last day of employment: [Click here to enter a date.](#)

Position Title: [Click here to enter text.](#)

Description of job duties as they relate to BANNER: [Click here to enter text.](#)

Name of current employee with similar BANNER access: [Click here to enter text.](#)

BANNER Access Requested (FINE TUNED BASED ON POSITION DUTIES):

Position Duties	QUERY ACCESS	MODIFY ACCESS
Admissions	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Receivable	<input type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Assistant	<input type="checkbox"/>	<input type="checkbox"/>
Finance/Finance Interfaces	<input type="checkbox"/>	<input type="checkbox"/>
Financial Aid	<input type="checkbox"/>	<input type="checkbox"/>
General (Popsel, Letter Gen. GOATPAC)	<input type="checkbox"/>	<input type="checkbox"/>
Help Desk	<input type="checkbox"/>	<input type="checkbox"/>
Student Records	<input type="checkbox"/>	<input type="checkbox"/>
Student Support	<input type="checkbox"/>	<input type="checkbox"/>

Please list all Finance Organization and Fund code access requested:

Organization Code	Fund Code
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Authorization:

Employee Name: Click here to enter text.

Date: Click here to enter a date.

Banner ID: Click here to enter text.

New River Email Address: Click here to enter text.

Department: Click here to enter text.

Phone: Click here to enter text.

I have read and I understand my legal responsibilities regarding data usage which are on page 3 of this form. Last 4 Digits of Employee SSN: Click here to enter text.

Supervisor Name: Click here to enter text.

Data Custodians:

<u>Area of Responsibility</u>	<u>Assignment</u>	<u>BANNER Module</u>
General Accounts	VP for Technology Services Database Administrator Senior	General
Faculty	Chief Academic Officer Campus Deans	Student
Reg./Records/Catalog	Registrar	Student
Prospects and Applicants	Director of Enrollment Services	Student
Financial Aid	Director of Financial Aid	FinAid
Finance System	Chief Financial Officer Controller	Finance
Accounts Receivable	Controller	Arsys
Human Resources	Director of Human Resources	Custom Forms

Acceptable Use:

New River Community and Technical College is committed to protecting its information resources from accidental or intentional intrusion or damage and is equally committed to preserving and nurturing the open, information-sharing requirements of its academic culture.

The privacy of student and employee information is protected by federal laws, FERPA, HIPPA and state laws referring to the use of social security and credit card numbers. Moreover, New River imposes its own policies regarding the safeguarding of the College's assets. Please review the policies governing use of New River's computing resources at: <http://web.newriver.edu/procedures/computer-use-policy.pdf>

Student Data:

Non Directory information as defined by FERPA may not be released to a third party without written consent of the student. Third party includes anyone who does not have a "legitimate educational interest" in the student record. Information may be shared with other College employees in the completion of work only. Non Directory information may not be shared with the student's parents without written permission.

Directory Information:

- Student's Name
- Address (local, home, permanent)
- Telephone numbers
- Place of birth
- Field of Study (major)
- Class Level (freshman, sophomore, etc.)
- Record of participation in official sports and activities, including height and weight of athletic teams
- Dates of attendance, anticipated graduation date
- Degrees and awards received
- Most recent previous educational institution attended by the student
- Confidential Indicator - Banner flag which indicates the student request that no information should be released about the student to a third party.

Employee Data:

By West Virginia statutes, the College is required to treat personal information about all its employees as confidential. The College expects all personnel granted access to personal employee information, in order to carry out the functions of their job, to strictly protect the confidentiality of information to which they may have access and to abide by this policy.