North Carolina Agricultural & Technical State University

# Banner Access Request Form

**Directions:** Submit a completed form to each Data Owner that you select.

| Select | Data Type | Data Owner | Location |
|---|---|---|---|
| | Advancement | Development Office | Dowdy Bldg. Suite 400 |
| | Student | Registrar's Office | Dowdy Bldg. Room 107 |
| | Financial Aid | Financial Aid Office | Dowdy Bldg. Suite 100 |
| | Student Accounts Receivable | Treasurer's Office | Dowdy Bldg. Suite 112 |
| | Personnel | HR | 1020 East Wendover Avenue, Suite 109 |

***For financial data, complete the Banner Finance Fund Request Form on the Business and Finance web page.***

Requester's Name: _____
(*Last*) (*First*) (*Middle*)

Department: _____ Building: _____

Rm/Floor/Cubicle: _____ Phone Number: _____ Extension: _____

NC A&T SU Email Address: _____ Banner ID: _____

Status (check one): ☐ Employee ☐ Employee – TEMP ☐ Student – TEMP

If temporary, specify the begin date and end date. Begin Date: _____ End Date: _____

Supervisor's Name: _____ Supervisor's Phone Number: _____

## Confidentiality Security Agreement

I understand that access is being requested to a service(s). If approved, I will treat all information as sensitive and/or confidential unless informed otherwise. I will not share accounts and passwords provided to me with anyone. I will ensure that information is properly secured in electronic, written, and/or printed format and will only disclose the information when authorized. I will not perform an illegal or unauthorized activity(s) that would cause harm directly or indirectly to the University network, data, and/or information technology. I will abide by federal and state regulations, industry standards, and University policies and standards (https://hub.ncat.edu/administration/its/policies/index.php ). When my University relationship ends, I will not access University services nor keep or disclose University information in any format.

Requester's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

**For Banner Module Security Officer (BSO) Use Only**

☐ Yes ☐ No ☐ N/A BSO verified that user has GOAEACC record in NCATPROD.

☐ Yes ☐ No ☐ N/A BSO verified that user has GOAEACC record in NCATTEST.