



North Carolina Agricultural & Technical State University  
**Banner Document Management (BDM)**

**User Account Request Form**

**Directions:** Complete the form and submit the completed form to the Data Owner selected below.

Select	Data Type	Data Owner	Location
	Advancement	Development Office	Dowdy Bldg. Suite 400
	UG Admissions	Enrollment Management	Dowdy Bldg. Room 319
	GR Admissions	Graduate School	Gibbs Hall, Room 120
	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
	International Student Data	Office of International Affairs	ACB Room 213
	Personnel/Payroll	HR	1020 East Wendover Avenue, Suite 101
	Finance	Business & Finance: Systems Development, Accounting	Dowdy Bldg. Room 227

Requester's Name:

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: \_\_\_\_\_

**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 (<http://www.ncat.edu/divisions/its/policy/index.html>). 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 Name (print): \_\_\_\_\_ Email Address: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# North Carolina Agricultural & Technical State University

## BDM Roles/Privileges Assignment Form

**Data Onwers:** Please check the box(s) next to the folder/application the applicant should be placed in.

Attach this form to the applicant's completed BDM Access Request Form.

### Roles/Privileges

<input type="checkbox"/> Scan Only	<input type="checkbox"/> Scan/Index	<input type="checkbox"/> Scan/Index/Modify	<input type="checkbox"/> Display/Print
Batch Scan	Batch Index Batch Scan Display Modify Index Print Scan/Index Online	Batch Index Batch Scan Create Annotations Create Redactions Delete Document Delete Page Display Edit Annotations Edit Redactions Modify Index Print Scan/Index Online	Display Print

### Folders

<b>Advancement</b>	<b>Finance</b>	<b>Financial Aid</b>	<b>Graduate Admissions</b>
B-A-ID	B-F-DOCS	B-R-ID	B-S-ADMIN
B-A-IDGP	B-F-GRNT	B-R-TREQ	B-S-CRSE
NCAT-A-ALUM	B-F-ID		B-SDGRE
NCAT-A-ENDW	B-F-PROP		B-S-ID
NCAT-A-FOUN			B-S-SECT
NCAT-A-SCHL			
NCAT-A-UNIV			

<b>Human Resources</b>	<b>International Affairs</b>	<b>Student</b>	<b>Treasurer</b>
B-H-APPL	NCAT-OIP-INTERNATIONAL	B-S-ADMN	NCAT-F-TREA-3P
B-H-EMPL		B-S-CRSE	NCAT-F-TREAS-CASH
B-H-ID		B-S-DGRE	NCAT-F-TREAS-TREAS
B-H-POSN		B-S-ID	
		B-S-SECT	

Data Owner (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Data Owner (Signature): \_\_\_\_\_ Date: \_\_\_\_\_