



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 Owners: 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

Scan Only

Batch Scan

Scan/Index

Batch Index
Batch Scan
Display
Modify Index Print
Scan/Index Online

Scan/Index/Modify

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

Display
Print

Folders

Advancement

B-A-ID
B-A-IDGP
NCAT-A-ALUM
NCAT-A-ENDW
NCAT-A-FOUN
NCAT-A-SCHL
NCAT-A-UNIV

Finance

B-F-DOCS
B-F-GRNT
B-F-ID
B-F-PROP

Financial Aid

B-R-ID
B-R-TREQ

Graduate Admissions

B-S-ADMIN
B-S-CRSE
B-SDGRE
B-S-ID
B-S-SECT

Human Resources

B-H-APPL
B-H-EMPL
B-H-ID
B-H-POSN

International Affairs

NCAT-OIP-
INTERNATIONAL

Student

B-S-ADMN
B-S-CRSE
B-S-DGRE
B-S-ID
B-S-SECT

Treasurer

NCAT-F-TREA-3P
NCAT-F-TREAS-CASH
NCAT-F-TREAS-TREAS

Data Owner (Print): _____ Date: _____

Data Owner (Signature): _____ Date: _____