

**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

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|------------------------------|-----------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | BSO verified that user has GOAEACC record in NCATPROD. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | BSO verified that user has GOAEACC record in NCATTEST. |