



North Carolina Agricultural and Technical State University
Banner Account Request Form
 (for Banner Admin Pages and/or Banner Direct Database Requests)

Instructions: Banner Admin Pages (BAP) is a web-based application used by authorized users for daily academic and business operations. Banner Direct Database (BDD) is table-level access to a Banner database(s) and is primarily requested by users in database support or data analytics roles. Complete the applicant information, check the BAP and/or BDD box(s) to request access, read applicant responsibilities, then submit signed form to each applicable designated contact(s).

Applicant Last Name		Applicant First Name		Applicant Middle Name	
Banner ID (last 4 digits ONLY)		Department		Phone Number	
N.C. A&T Email Address			Supervisor's Name		
If this request is for a Bot, check the box.		Specify Name Assigned To Bot			

Access Requested	Check For BAP	Check for BDD	Submit Signed Form To Designated Contact
Alumni data			dbdodson@ncat.edu
Budget data (Finance)			financesecuritygroup@ncat.edu
Financial aid data			jmharri2@ncat.edu
Personnel data (HR)			hris@ncat.edu
Student data – e.g., course, grades, etc. (Registrar)			registrarsecuritygroup@ncat.edu
Student accounts receivable data (Treasurer)			treasurersecurity@ncat.edu
Graduate admissions student data			tpammons@ncat.edu
Undergraduate admissions student data			UGAdmSecurityGrp@ncat.edu

Applicant Resource Responsibilities:

- Protect the resource, including passwords, keys, or credentials and confidential, sensitive, or controlled data.
- Not share any account, password, key, or other credential with anyone nor use someone else's.
- Ensure data is not made available to those without approved access.
- Protect copies, reports, or extracts of confidential, sensitive, or controlled data and ensure that such data is stored and secured when not in use and promptly destroyed in a secure manner when no longer needed.
- Not attempt to gain additional access to the resource beyond that authorized by the steward/custodian.
- Follow requirements of [university policies](#) (e.g., Information Security Policy, Acceptable Use Policy, etc.) and standards regarding use of a resource(s).
- Report suspicious behavior to informIT@ncat.edu or contact the CTS Help Desk (336-334-7195).

Requester Signature	Date
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Supervisor Signature	Date
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