

Installed by:

## TEACHERS COLLEGE, COLUMBIA UNIVERSITY

## Computing and Information Services APPLICATION FOR BANNER ACCOUNT

**Instructions:** 1) Read and sign policy statement. 2) Complete all information. 3) Forward this application to CIS, Box 43, or bring to 51 Horace Mann.

## **Applicant Section:**

I understand that this administrative office staff account is assigned to me at the request of the Department Head to be used only in connection with my assigned duties as an employee of the College and may be revoked without notice upon the request of this administrator. I understand and accept the following terms and conditions:

- I am aware that passwords are the first line of security on BANNER. I agree not to reveal my password nor allow anyone to use the account assigned to me. I am responsible for any changes made to the database under my user name.
- I agree to abide by the Family Education Rights and Privacy Act of 1974 (FERPA) regulations. Under this act, information about current and former TC students is legally designated as private. I agree to refer *all outside requests* for student information to the Office of the Registrar, unless I have been authorized by the Registrar to release predesignated information.
- I must maintain the confidentiality of any and all data that I retrieve from BANNER in the course of my job duties, including data that I use for reporting purposes or in other software products.
- Access to administrative data will be determined by the requirements of my job, and therefore I am only authorized to retrieve this data on a "need to know" basis.
- I agree to comply with all College policies on security, computer access, confidentiality of data, data entry standards, and data integrity.

I am aware that any violation of these policies may lead to the immediate suspension of my computer privileges. I understand that unauthorized release of sensitive or restricted information is a breach of data security and may be cause for disciplinary action, which could include dismissal.

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Signature:			Date:	
Applicant's Name:			TC ID:_	
LAST	First	M.I.		
Dept.:		Box No.:	Extension	on:
Dept. Head Name:	Name: Last First M.I.		Extension:	
Last	First	M.I.		
Department Head Section: I authorize a user id or the changes listed for the above person. I understand that it is my responsibility to inform CIS when there is a change in the applicant's employment status.  Access privileges should be similar to:  Last First M.I.  Please note BUDGET/GRANT access is a TWO step process.  1) Once the Banner account has been created, the user will be notified of their Login ID and password.				
2) Then, the Budget Administrator will need to contact the budget/grant representative with the Banner Login ID and a list of the Index number(s).				
Check here for Budget Access: NOTE: The Budget Administrator must email Joan Anderson with the Index #.	Check here for Grants Access:  NOTE: The Budget Administrator must email Kim Santoro with the Index #.		or must	Check here for Student Forms: NOTE: Send e-mail to Diana Maul for approval to access these forms.
DEPT. HEAD SIGNATURE:				DATE:
For Banner Liaison use only: Special ac department and write the classes in the space  Admissions Alumni/Dev  Banner Liaison Signature:	provided):		oe granted fo	or the following security classes (Check the HR/PersonnelRegistrar  Date:
For CIS use only: A grount Name:		Docovyo	rd:	Toots Deads COL.

UNIX

Group:

User Notified: