

**RETURN COMPLETED FORM TO: Sean Embree, Administrative Computing**

Computing & Information Services  
BANNER Student System Account Application

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I. Name and Address (PLEASE print clearly)

\_\_\_\_\_  
Applicant's Name (include middle initial)

\_\_\_\_\_  
Applicant's Department/Address

\_\_\_\_\_  
Position #

\_\_\_\_\_  
USID # (ssn)

\_\_\_\_\_  
Applicant's current email address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Office Phone #

\_\_\_\_\_  
Campus (Durham, UNHM)

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II. Purpose:

The purpose of this account is exclusively for the use of the BANNER Student Information System.

This account will be used for Query only \_\_\_\_\_ Data Entry \_\_\_\_\_

I will need access to information from the following areas:

\_\_\_\_ Academic History    \_\_\_\_ Name and Address    \_\_\_\_ Accounts Receivable

\_\_\_\_ Registration    \_\_\_\_ Scheduling

\_\_\_\_ Other (specify \_\_\_\_\_)

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III. Prerequisite Training:

All BANNER Student users are expected to complete the following training session. Please check if you have already completed this course.

\_\_\_\_ BANNER: Introduction to BANNER Student

IV. Usage Restrictions:

The administrative VAX/VMS computers are to be used exclusively for the official business data processing of the University System of New Hampshire. All other use is prohibited.

Username are issued to University System of New Hampshire staff members upon request by their respective department head. These usernames are to be used only by the staff member to whom the username is assigned, and only for the purpose of performing administrative data processing within the confines of the staff member's official university duties. Individual usernames will be deactivated by the CIS Help Desk upon notification that the staff member has left the employ of the requesting department.

While every effort is made to limit access to administrative files to those individuals with a "need to know", users may advertently or inadvertently gain access to other data. Individual usernames and file access privileges are issued to staff members with the understanding that they will use the information thus obtained only in the conduct of their official duties, and that no information will be disclosed to other persons who do not have a "need to know."

In addition, access to, and disclosure of, student information is governed by the Federal Educational Rights and Privacy Act of 1974 (the 'Buckley Amendment'). By applying for a BANNER account,

staff members are accepting responsibility for knowing and complying with the 'Buckley Amendment.'

V. Signatures:

I hereby request an administrative staff username, to be used only by me and under the conditions stated above.

\_\_\_\_\_  
Applicant's Signature Date

I endorse this request for an administrative account to be used in compliance with the conditions stated above. This request is for an

\_\_\_ Additional account

\_\_\_ Replacement for \_\_\_\_\_  
(previous employee's name)

\_\_\_\_\_  
Department Head's Signature Date

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**VI. Security Managers Use Only:**

Instance(s): \_\_\_ PROD \_\_\_ SLLP \_\_\_ SIST \_\_\_ CLLT \_\_\_ FATE

Initial Table Access:

Based on existing username: \_\_\_\_\_

-or-

Based on the following list of classes:

\_\_\_ Electronic form has already been sent. (If checked do not send form to MIS.)

Approved by:

\_\_\_\_\_  
BANNER Security Manager Date

\_\_\_\_\_  
CIS Accounts Administrator Date

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**VII. Accounts Office Use Only:**

Node \_\_\_\_\_ Username (12) \_\_\_\_\_ UIC [\_\_\_\_\_,\_\_\_\_\_]

\_\_\_\_\_  
Account Identifier(s) Resource Library Identifiers

Disk Quotas: disk\$su01: 5000/100 disk\$scratch: 2500/500  
perm/over perm/over