Student Information System (Banner) Access Request Form

User Information: (Please Print)

Name: ____________________________ EWU ID ____________________________

PLEASE PRINT (LAST NAME, First)

Banner Basic Navigation (Banner 100), completion date: __________

http://access.ewu.edu/it/Services/IT-Training/Banner-Help/Banner-100.xml

Email ___________________________________________ Phone Ext. ___________

NOTE: MUST BE EWU ASSIGNED EMAIL ADDRESS AND NOT A DEPARTMENT SHARED ACCOUNT

Department: ____________________________ Job Title: ____________________________

Indicate Status: Fulltime _____ Part time _____ Student _____

Students and Part time users will have a login expiration date at the end of each academic year, supervisor may renew by contacting Susan Himes, shimes@ewu.edu.

Supervisor Name (please print): ____________________________ Title: ____________________________

Please check how you would like to access the Student system: □ Banner INB □ EagleNET

Briefly describe the business reason your access is needed (e.g., permitting students for classes, looking up instructor’ rooms/schedules, posting payments etc.).

Security Policy for Users with Banner Access

The following rules apply to all university employees with Banner and/or Eagle/Net access:

1. Individuals who have been granted access to any Banner and/or EagleNet will be assigned a username and password. **Passwords are to be kept confidential and are not to be shared or given to anyone**, including supervisors, co-workers, student employees, or friends. It is the responsibility of each employee to keep his/her password confidential and to change passwords whenever he/she feels someone else may have obtained access to it.

2. Employees shall use their own username for all transactions. If access to additional forms is needed, requests should be made through your departmental supervisor to the data custodian of the module you need access to. **Each employee given a username is held responsible for any data input or retrieved using that username.**

All employees of Eastern Washington University (administrative, academic, staff and students) are required to abide by the policies governing review and release of student education records. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student’s education record must be kept confidential and outlines the procedures for review, release and access of such information.

Approval for access to the Student information System (Banner) will be granted to those individuals who have been determined to have a legitimate educational interest in the data by the data custodian of the Student module. Individuals who have been granted access to student data must understand and accept the responsibility of working with confidential student records.

A complete policy statement on the Eastern implementation of FERPA guidelines can be found in the Records & Registration Office. In part, the policy states that officials of the University may be given access to student education records on a “need-to-know” basis and that such access must be limited to job-related, legitimate educational interests. The information contained in a student’s education record shall not be released to a third party without written consent of the student. Such requests for information should be referred to the Records & Registration Office.
Examples of *inappropriate* use of student records are:

1. Accessing and/or updating a student’s record without legitimate educational interest or for personal business.
2. Releasing confidential (non-directory) information to another student, university employee, parent, or anyone not having legitimate educational interest, without the student’s written consent.
3. Leaving reports or computer screens containing confidential student information logged on or in view of others, who do not have a legitimate educational interest in the data.
4. Giving your personal password to anyone for any reason.
5. Discussing the information contained in the student record outside of the University or while on the job with individuals who do not have a legitimate educational interest in the information (need-to-know.)

Under no circumstances should an employee give confidential student information to any other student, employee, or persons who have not been authorized to receive such information by their departmental supervisor. Although directory information may be released without prior consent, any requests coming from anyone off campus should be referred to the Registrar or the Associate Vice President for Enrollment Management.

** Students may request that directory information concerning them be restricted. If this occurs, a flag denoting such a request will appear. *No information may then be released without the student’s express written consent. A copy of this written consent must be on file in the Records & Registration Office.*

_I have read and clearly understand it is my responsibility to respect and maintain the confidentiality of all records and information I have access to. I acknowledge the receipt of the security guidelines. Questions of concerns about access to and use of records maintained in Banner should be addressed to the appropriate data custodian***.

User Signature: ____________________________ Date: __________ 

Department Chair/Supervisor: ____________________________ Date: __________ 

If waiving Banner Basic Navigation training due to other required Banner training completed by your department please indicate date other training completed:  Training Date: ____________________________

Copy the access rights of an existing employee: 
Name of the person to be copied: ____________________________

NetID of the person to be copied: ____________________________

** Send the form to one of the following Data Custodians for approval and security group assignment:**

- Student module: Erin Morgan SUT 201
- Financial Aid module: Bruce Defrates SUT 102
- Finance (Student Accounts): Dennis Wilson SUT 202

Security Group(s) to be assigned (this section to be completed by the appropriate data custodian and/or designee):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Date Custodian Signature: ____________________________ Date: __________ 

Date Custodian Signature: ____________________________ Date: __________ 

Date Custodian Signature: ____________________________ Date: __________ 

Revised 12/10/2013 - 2 -