

Instructions for Supervisors filling out the Request for Access to Banner For an Employee or School Official

If the person who needs access to Banner is a NEW Faculty Member:

Once it has been determined that the person will be hired, the President's Office will forward the Request for Access to Banner form to the employee with the new employee's contract. The new employee should sign Section 3 (FERPA Compliance) and then initial Section 4 and return it to the President's Office with the signed contract. The President's Office should then forward the Request for Access to Banner form to the hiring department who will fill out the rest of the form by following the instructions found at the top of Section 1.

If the person who needs access to Banner is a NEW Staff Member who will need access the first day on the job:

Once it has been determined that the person will be hired, the hiring department may mail the Request for Access to Banner form to the new employee to sign Section 3 (FERPA Compliance) and then initial Section 4. Once the hiring department receives the form back from the new employee, they can fill out the rest of the form by following the instructions found at the top of Section 1.

All other persons requesting access to Banner should follow the instructions found at the top of Section 1 of the form.

A **School Official** is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

NOTE: If you are having trouble determining what type of access your new employee needs, please contact your Head Data Custodian. See Section 4C on the Request for Access to Banner Form to determine who your Head Data Custodian is.



ANGELO STATE UNIVERSITY
Request for Access to Banner

For help completing this form, contact the Help Desk. Phone: 325-942-2911 or 1-866-942-2911
Email: Helpdesk@angelo.edu **This form may be sent through the approval process by FAX.** Head Data Custodians should retain a copy.

Section 1 - USER INFORMATION

Instructions: 1) Fill in Sections 1 & 2 and print the form. 2) Read & sign Section 3. 3) Obtain proper authorization in Section 4. 4) Forward the form to your Head Data Custodian as indicated in Section 4C. 5) Your Head Data Custodian will send this completed form to IT.

Employee _____ Date _____
Last First MI

Campus ID _____ Title _____ Department _____

All users MUST have an ASU Technology Access Account (TAA) before being granted access to Banner or Banner Self Service (through RamPort). If the employee does not have an ASU TAA, the supervisor or department head should request one using the "Request Form for New Employee" available at http://www.angelo.edu/services/technology/network/accounts/facstaff/account_request.html

ASU TAA (i.e., ASMITH)

Type of Access: New Account Revised Access* Delete Access

Employee Status: Staff Faculty Student Other _____

Type of Position: Permanent Part-Time/Hourly Temporary (e.g., Temps, students)

* If moving to another department, enter your current title and department at the top of this section and specify your new title and department here.
 New Title _____ New Department _____

Section 2 - TYPE OF ACCESS REQUESTED

If this user's access should be identical to that of another current Banner user (or a former user), list the other user's name and CID. (CID must be included)

Otherwise, list the user's access needs here: _____

Section 3 - COMPLIANCE

Federal Family Educational Rights and Privacy Act (FERPA). The Federal Family Educational Rights and Privacy Act (FERPA), the Texas Tech University System *Rules and Regulations*, and/or the University's Faculty/Staff Handbook govern the conduct of employees and School Officials (as defined below) with access to student records who act in the student's educational interest within the limits of the employee's or School Official's need to know. To ensure compliance, the University requires that employees and School Officials be aware of federal law (on ASU home page under Current Students) as well as System and University regulations that govern student records. This statement clarifies the responsibilities of persons with access to student educational records. Staff in the Admissions Office, Financial Aid Office, Fiscal Office, College of Graduate Studies, and Registrar's Office sign this agreement as a condition of employment; others sign this statement as a condition of gaining access to the student records systems.

A **School Official** is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Confidentiality. Your security password should remain confidential. You must log off the Banner student system when leaving your computer workstation or otherwise secure your system from misuse.

Education Records. You may access Banner student records only as required to perform assigned duties. You may not update your own record or that of a friend or relative. Within the University, anyone whose designated responsibility requires access may use information from student records for appropriate research, educational, or service functions.

To respond to an inquiry from outside the University, you must check whether the student has checked the "Confidentiality" box on his/her records. This can be found on SPAPERS. Release of information regarding a group of students, such as a request for all seniors' mailing addresses, must be handled by the designated Officer of Public Records in coordination with the Registrar's Office. Unless explicitly suppressed by the student, the following "public" directory information may be released:

- Student's name, local and permanent mailing address, ASU e-mail address(es), telephone number(s), date and place of birth, photograph, marital status, major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, team photographs, dates of attendance, enrollment status, classification, degrees, awards and honors received, previous educational agencies or institutions attended, hometown, parents' names and mailing addresses.

Section 3 - COMPLIANCE (continued)

All other information is private and may be released outside the University only with the student's written permission. No information, public or private, on an applicant's record may be released outside the University, except to an agent designated by the applicant, until the applicant becomes a registered student and has a chance to initiate a suppress. No information on financial aid records may be released outside the University except as authorized or required by federal and state regulations. **Also, within the University, publishing of non-directory information, especially social security numbers and campus ID's, should be kept to an absolute minimum. (Publishing includes, but is not limited to, copies of the information for office or workgroup use, formal reports, and factbooks.) Such publishing should be limited to within office or workgroup use. Identification numbers should never be published in documents intended for general consumption. Hard-copy documents should be kept in secured locations, and electronic files should not be kept on laptop hard-drives.**

Staff granted access to Banner student institutional databases or batch files agree to:

- Comply with all data standards policies as presented in the Guidelines for Data Standards, Data Integrity and Security;
- Store information under secure conditions;
- Make every effort to ensure students' privacy;
- Destroy information when it is no longer needed;
- Use information only as described in the request for data or access to institutional data base files;
- Release information to a third party only if authorized approval is given;
- Never represent summary data from files as "official" University data.

Violations. Violation of federal law, System policy, or University policy constitutes grounds for rescinding access to Banner records or imposing disciplinary action, up to and including dismissal. Violations include the following offenses and any other comparable action:

- Not adhering to data standards guidelines as presented in the Guidelines for Data Standards, Data Integrity and Security;
- Releasing public information about student requested on the basis of non-public information (e.g., names of all international students, name of all students with a GPA lower than 2.0);
- Altering a student's record without appropriate supporting documentation/authorization, regardless of whether you benefit from this alteration;
- Accessing a student record outside of your assigned duties;
- Releasing suppressed or private information without authorization;
- Publicly discussing a student's record in a way that might personally identify that student;
- Sharing computer security passwords.

I have read this compliance statement and agree to the conditions and terms outlined herein.

Signature of Employee

Section 4 - AUTHORIZATION

A. Access to Banner must be authorized by an employee's supervisor (Director/Department Head/Dean). By signing below, the supervisor certifies that the access requested is required to carry out the responsibilities of this employee's position and that the Information Technology Department will be notified if the employee's duties change during the course of his/her employment at Angelo State University.

Signature of Supervisor

Printed Name

Phone Number

B. For Employees Entering General Person Information in Banner ((%PAIDEN, SPATELE, SPAPERS, GOAEMAL, SOAHOLD, SPACMNT, GOAMTCH) Only.

As the employee's Supervisor, I understand it is my responsibility to explain and create a level of awareness in the employee concerning the Angelo State University Banner Data Standards. The Data Standards Document is available at <http://www.angelo.edu/services/banner/>

(Supervisor's initials)

As the employee, I understand I must score 80% or more on the Data Standards Quiz within two weeks of receiving access to Banner.

(Employee's initials)

C. This form must be forwarded to your Head Data Custodian for approval before IT will give you access to Banner. Please use the chart below to determine who your Head Data Custodian is.

<u>If you primarily work with:</u>	<u>Your Head Data Custodian is the:</u>	<u>FAX:</u>
Student Related Data	Registrar	325-942-2553
Employment & Payroll Data	Associate Vice President for Finance & Administration	325-942-2228
Financial Data	Controller	325-942-2522
Alumni/Development Data	Director of Development	325-942-2218

For Head Data Custodian Use Only Date Copied and Sent to IT _____ Approved for Cross Access _____ Initials _____

For IT Use Only Date Completed _____ Initials _____

Last Revised 01/15/09
