

OFFICE OF ADMINISTRATIVE TECHNOLOGIES BANNER USER AUTHORIZATION FORM For Staff ONLY



- Disclaimer -



The Office of Administrative Technologies grants access to the on-line system through the request of the employee's department head. Precautions are taken to insure user security when the account is enabled. The security of the account from that time forward is the responsibility of the user office and not of Administrative Technologies.

According to the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), electronic access to student educational records classifies you as a custodian of student education records. The release of student information is controlled by the Family Educational Rights and Privacy Act.

The Buckley Amendment is "A FEDERAL LAW DESIGNED TO PROTECT THE PRIVACY OF EDUCATION RECORDS, TO ESTABLISH THE RIGHT OF STUDENTS TO INSPECT AND REVIEW THEIR EDUCATION RECORDS, AND TO PROVIDE GUIDELINES FOR THE CORRECTION OF INACCURATE AND MISLEADING DATA THROUGH INFORMAL AND FORMAL HEARINGS."

Custodians of student educational data are required to take reasonable precautions to prevent the misuse of data and to ensure confidentiality. Custodians must not disclose information about students nor permit inspection of their records without the students' permission.

APPLICANT MUST FILL OUT THIS SECTION

Office Requesting Account: _____ Date: _____

Applicant's Name: _____ Phone: _____

Campus Building: _____ Room Number: _____

Your email account is created by Instructional Technologies. If you already have an account,

enter it here : _____

Applicant's Signature: _____

SUPERVISOR MUST FILL OUT THIS SECTION

Please indicate a user account within your department which this accounts Banner access should resemble

Create Banner access like user: _____

Department Head Signature: _____

When completed, please return form to Administrative Technologies – 108 Culkin. No forms will be processed without the above signatures.

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Created: _____

Username: _____ Password: _____

Access to the Banner System will be via: Web-enabled GUI access (Create NT account)