

**NORTH CAROLINA CENTRAL UNIVERSITY
ACADEMIC SERVICES
REQUEST TO ACCESS INTERNET NATIVE BANNER SYSTEM**

Access to Banner is restricted to campus users with a legitimate need for information. There are two formats of Banner, Self Service and Internet Native, and the type of access needed varies depending on a user's responsibilities. Students and most instructional faculty need access to Self Service Banner only. Internet Native Banner (INB) is the administrative system. It is primarily used by administrative offices in the student and financial areas to view and maintain data and process transactions. It is also used by support staff to view student and financial information. Specialized training and the completion of the attached security application are required for INB access. If you are unsure which format of Banner you need please check with your Supervisor, Department Chair or Dean.

To obtain INB access:

1. Complete and sign the attached Banner Security Form and Confidentiality Statement. If you have already completed a Confidentiality Statement you need only fill out the Security Form.
2. Have the form signed by your supervisor and all required officials (Registrar, Admissions, Comptroller, etc.).
3. The form must be completed electronically and routed for digital signatures via e-mail.

PDF Digital Signatures:

1. The form must be completed electronically and routed for digital signatures via e-mail.
2. The first time you electronically sign a PDF file, you will need to create a digital signature, as follows:
 - Click in the digital signature field you want to sign.
 - Select "I want to sign this document using" → "A new digital ID I want to create now" → "New PKCS#12 digital ID file"
 - Enter your Name and E-mail → Next → (if prompted) pick a password/confirm → Finish
 - Sign Document → (if prompted) enter password → save file
 - *Note: digital signature passwords cannot be recovered – if you forget your password you will need to re-create the digital ID.*
 - *Note: disregard the "at least one signature has problems" message (i.e. signers not added in your list of trusted identities).*
3. If you have questions please contact the Help Desk at 919-530-7676.

Important Notices:

1. No access will be given without a completed security form. Email and phone requests for Banner access will be denied.
2. Faculty members must have permission from the Dean or Departmental Chairperson to access INB.
3. The Security Form must be completed electronically except for signatures.
4. Forms with corrections, white outs, or changes will not be accepted. If you make a mistake, please start over with a new form. If you don't know what access to request, contact the data owners (Registrar, Admissions, Comptroller, etc.) before filling out the form. For more information see NCCU Banner Student Module Class Descriptions available on the NCCU intranet at <http://web.nccu.edu/intranet/banner/access.php>
5. Direct access to an individual form may be granted in rare cases. Requests for direct access must be made to the data owner in a typed and signed request. The data owner must sign off on the request which then should be submitted to Systems and Procedures.
6. For each section with requested access an original signature of the specified official or their authorized signatory must be obtained. Forms with stamped and/or "signed for" signatures will be returned. Authorized signatories must be on file with Planning & Programs.
7. Signatures will be held responsible for security violations if forms are filled out incorrectly. Be sure to verify requested security levels before signing.
8. For each category there are three possible security levels: 1) No Access: The user cannot open this form. 2) Inquiry Only: The user can open the form and view data. 3) Inquiry and Modify: The user can open the form, view, modify, add, and delete data.
9. Users are required to change their password upon their first login. This may be done when prompted or by accessing the GUAPSWD form. Passwords must be at least 8 characters long and contain numbers and letters.
10. Users will be required to change their password every 90 days.

11. Banner accounts will be locked if not used for 45 days.

12. Normal processing time is three to four days. Questions concerning the security form, confidentiality statement, or status of requests should be directed by email or phone to the helpdesk at <http://web.nccu.edu/forms/helpdesk/>

Please keep this page for your records.

NCCU INTERNET NATIVE BANNER ACCESS REQUEST FORM – ACADEMIC SERVICES

With the exception of signatures, **this form must be completed electronically.** Forms with handwritten changes will not be accepted.

USER INFORMATION				
Full Name:		Username:		Banner ID:
Dept. Name/Building:			Phone Number:	
Supervisor Name:				
Brief Description of duties:				
Status:	Staff	Faculty	Student	Consultant
Action (choose one):	(New) Add User	(Existing)	Modify User	Delete User

SIGNATURES MUST BE ORIGINAL, NO STAMPS OR "SIGNED FOR".

Signature of User: _____ / _____ Date: _____
Please print name *Signature*

I certify that the user is entitled to receive access to the university's systems. I also acknowledge that I am responsible for notifying the Security Officer(s) and the Information Technology Services area when changes in the employees' access are needed or when the user's employment at the university is terminated.

Signature of Supervisor _____ / _____ Date: _____
Please print name *Signature*

REQUESTED ACCESS:

GENERAL		
General Person:	Holds:	Validation Tables
Signature of Departments Vice Chancellor: _____ / _____ <i>Please print name</i> <i>Signature</i>		

ACADEMIC SERVICES

Deans and Chairpersons:	Academic Advisors:
Summer School/Cont. Ed.:	View DOB
Grad./Prof. Admissions:	View SSN
International:	

Signature of VC of Academic Services: _____ / _____
Please print name Signature

Banner Security Approval: _____ Date: _____

Banner Security Officer: _____ Date: _____

**NORTH CAROLINA CENTRAL UNIVERSITY
ACADEMIC SERVICES BANNER CONFIDENTIALITY STATEMENT**

NOTE: ITS only requires only one signed Confidentiality Statement to be on file per user. If you have previously submitted a signed copy of this document and are requesting a change to your existing Banner account, you need only to resubmit the security form.

User's Fill Name: _____
(Please print or type)

Confidentiality Statement:

The privacy of student information held by the University is protected by federal law, the *Family Educational Rights and Privacy Act of 1974*, as amended (FERPA). The North Carolina Central University Privacy Policy also governs use of student information. Personally identifiable student information should be used with discretion by University employees in carrying out the functions of their jobs. Policies on the use of student information may be obtained from the Office of the Registrar.

Student information, other than directory information, **may not be released** to a third party without the written consent of the student. "Third parties" include other students, individuals who are not NCCU employees, and other employees without a "legitimate educational interest" in the student record. Information may be shared with other University employees in the completion of work. Non-directory items **may not** be shared with the parents of a student, except under certain conditions.

"Directory" information includes the student's name, address (local, home, permanent), telephone number, e-mail address, digitized I.D. photograph, date and place of birth, major field of study, full time or part time status, class (e.g., sophomore, junior), dates of attendance, anticipated date of graduation, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The release of Directory information is not mandated and can be limited at the University's discretion.

Students may request that directory information not be released to any party. Such requests are noted by the "Confidentiality Indicator" in the Banner system. **No information** should be released (including confirmation of enrollment) on students with this indicator.

Information collected from students is made available to University employees for the sole and explicit purpose of allowing them to carry out their official University functions. Any other use is prohibited. Any violation of University policy on access to student records may result in loss of security access to such records and subject the offender to appropriate disciplinary action up to and including termination and legal action.

Security and confidentiality concern all University employees. As a user of the Banner system you have access to confidential material and are expected to adhere to the security regulations stated below.

YOU MAY NOT:

- Share your Banner password with another person.
- Permit anyone to access banner under your password.
- Allow an individual access to your computer when you are logged into Banner. Each individual must have their own password and access.
- Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information that you have or they have acquired through work assignments.
- Exhibit or divulge the contents of any record or report to any person, except in the conduct of your work assignment and in accordance with University policies and procedures and Federal and State regulations.
- Knowingly include, or cause to be included, a false, inaccurate, or misleading entry in any report or file.
- Knowingly delete or cause to be deleted a data entry from any record, report or file except in the conduct of your work assignment.
- Users are knowledgeable of NCCU data standards are agree to adhere to those standards when entering data.

I certify that I have completed this request fully and accurately to the best of my knowledge. I have read and agree to comply with the policies and procedures concerning the usage of the NCCU Information Systems. I understand that access to these systems is to conduct official university business and that the information that is available to me is not for personal or commercial purposes. I further understand that violation of this policy will result in immediate removal of my access privileges and may result in additional administrative or legal action.

User Signature: _____ Date: _____

***** ACCOUNT(S) WILL BE REMOVED IF NOT USED WITHIN 45 DAYS. *****

Banner Application Security Signature: _____ Date: _____