

NORTH CAROLINA CENTRAL UNIVERSITY

REQUEST FOR ACCESS TO THE INTERNET NATIVE BANNER SYSTEM FINANCE MODULE

Access to Banner is restricted to campus users with a legitimate need for information. There are three different types of campus access:

1. Inquiry only - Campus users see financial activity and transactions for their FOAPAL
2. On-Line Requisitioning – Campus users can enter requisitions using their FOAPAL
3. Requisition Approval – Campus users can approve requisitions entered against their FOAPAL

To obtain Banner 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
 - Comptroller – all forms
 - Purchasing – for on-line requisitioning and requisitioning approval
3. Submit completed forms to NCCU ITS Security located on the 3rd Floor H. M. Michaux, Jr. School of Education Building.

Important Notices:

1. No access will be given without a completed security form. Email and phone requests for Banner access **will be denied**.
2. The Security Form must be completed electronically except for signatures.
3. 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 before filling out the form.
4. 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 approved by the Data Standards Committee.
5. Signatories will be held responsible for security violations if forms are filled out incorrectly. Be sure to verify requested security levels before signing.
6. 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.
7. Users will be required to change their password every 90 days.
8. Banner accounts will be locked if not used for 45 days.
9. 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 Helpdesk at <http://intranet.nccu.edu/>

Please keep this page for your records.

NCCU INTERNET NATIVE BANNER ACCESS REQUEST FORM – FINANCE MODULE

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

USER INFORMATION		March 22, 2016
Full Name:		Email:
Dept. Name/Building:		Phone:
Org Code:		Supervisor Name:
Status: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Consultant		Action (choose one) : <input type="checkbox"/> add user <input type="checkbox"/> modify user <input type="checkbox"/> delete user
Brief description of duties:		

PLEASE CHECK APPROPRIATE BOX TO REQUEST ACCESS (UPDATE, INQUIRY ONLY, REPORTS, NO ACCESS)

For Financial Affairs Areas Only	Update	Inquiry Only	Reports	No Access
Chart of Accounts	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Accounts Payable Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Payable Supervisor	<input type="checkbox"/>			
Check Process	<input type="checkbox"/>			<input type="checkbox"/>
Financial Accounting Transactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Purchase Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendors	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Receiving	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Fixed Assets	<input type="checkbox"/>			<input type="checkbox"/>
Posting	<input type="checkbox"/>			<input type="checkbox"/>
Research Accounting Director	<input type="checkbox"/>			<input type="checkbox"/>
Research Accounting Staff	<input type="checkbox"/>			
Fiscal Year End	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Budget Director	<input type="checkbox"/>			<input type="checkbox"/>
Budget Staff	<input type="checkbox"/>			<input type="checkbox"/>
Student Accounting - Refunds	<input type="checkbox"/>			<input type="checkbox"/>
Student Accounting – Direct Deposit	<input type="checkbox"/>			<input type="checkbox"/>
Document Approval	<input type="checkbox"/>			
Security	<input type="checkbox"/>			<input type="checkbox"/>
Employee	<input type="checkbox"/>			<input type="checkbox"/>
Payroll Manager	<input type="checkbox"/>			
Payroll Staff	<input type="checkbox"/>			<input type="checkbox"/>
Tax	<input type="checkbox"/>			<input type="checkbox"/>

User Signature: _____

Date: _____

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.

Supervisor Signature: _____ / _____ Date: _____

Signature of Purchasing: _____ Date: _____

Signature of Comptroller: _____ Date: _____

"ITS ONLY"

Signature Approval: _____ Date: _____

Signature of Banner Security Officer: _____ Date: _____

**NORTH CAROLINA CENTRAL UNIVERSITY
REQUEST FOR ACCESS TO THE BANNER SYSTEM**

User's Name _____
(please print)

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 N.C.C.U. data standards are agree to adhere to those standards when entering data.

Signatures must be original, no stamps or "signed for".

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.** * * *

**Submit the security form once all signatures are obtained to NCCU ITS Security.
This area is located on the 3rd Floor H. M. Michaux, Jr. School of Education Building.**

Banner Application Security Officer(s) Signature: _____ Date: _____