

NORTH CAROLINA CENTRAL UNIVERSITY
Human Resources Banner Security Access Forms
Department of Human Resources

REQUEST FOR ACCESS TO INTERNET NATIVE BANNER (INB) HUMAN RESOURCES MODULE

This will grant access to manage the university employee data via SunGard H. E. Banner computer system.

To Obtain Banner Access:

1. Complete and sign the attached Banner Security Form and Confidentiality Statement. If you have already finished a Confidentiality Statement for another Banner module, you need only fill out the Security Form.
2. Have the form signed by your supervisor and all required officials.
3. Submit completed forms to NCCU ITS Security located on the 3rd Floor H. M. Michaux, Jr. School of Education Building.

Banner Form Submission Procedure	
Step 1:	All computerized completed forms are to be delivered to ITS Receptionist who will officially date/time stamp the forms.
Step 2:	The forms will then be delivery accordingly to the NCCU ITS Banner Security Officer.
Step 3:	When the accounts are setup the ITS Banner Security Officer will contact each account holder via email. The normal turnaround time is within 24 hours upon date/time stamp and or based upon work load; thank you in advance for your patience.
Step 4:	Please follow these instructions as indicated in the email. Should you need assistance with accessing your new Banner account please reply using the email from the ITS Banner Security Officer.

Important Notices:

1. This form is for the purpose of managing the data of university employees via access to HRS Banner is system.
2. No access will be given without a completed security form.
Please note that any email and phone requests for Banner access will be denied.
3. Please contact your HR Banner office representative to ensure that you are completing your security form correctly. This is to ensure that (1) you fill out the form correctly and (2) you have selected the correct security areas for the HR Banner system.
4. Access to each section (for SPA or EPA or both) requires an signature of the authorizing official. Authorized signatories must be approved by the Data Standards Committee.
5. Signatories will be held responsible for security violations if forms are filled incorrectly completed. Please ensure to verify requested security levels before signing.
6. Users are required to change their password upon their initial login and will be prompted by accessing the GUAPSWD form. **Passwords must be at least 8 characters long with any combination of numbers and letters.**
7. Users will be required to change their passwords every 90 days.
8. Banner accounts will be locked if not used for 45 days.
9. The normal password or account setup time period 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 NCCU Helpdesk at www.helpdesk@nccu.edu.

Please keep this page for your records.

Banner Security Approval: _____ Date: _____

NORTH CAROLINA CENTRAL UNIVERSITY
REQUEST FOR ACCESS TO THE INTERNET NATIVE BANNER SYSTEM

Banner Human Resources Module

User's Full Name: _____

This information must be identical to what was entered above in the User Information section.
***** INFORMATION MUST BE TYPED *****

Confidentiality Statement:

By signing this application, I agree that I will not, outside of the performance of my duties, access, print, copy Or disclose to any party {NCCU employee, NCCU student or anyone else) proprietary confidential, and/or protected information, including proprietary licensed software residing on NCCU computer systems. I also agree not to disclose to any party (NCCU employee, NCCU student, or anyone else) my access codes and/or passwords. I agree to treat as confidential all information to which I have been granted access.

I further agree to keep confidential any and all data or information, whether in electronic or printed format, and to comply with the NCCU Responsible Use of University Computing and Electronic Resources in accordance with the policies and procedures of North Carolina Central University, and any State or Federal laws. This includes the confidentiality of information concerning NCCU's student, employee, vendor, and donors, as well as the University's proprietary information. The confidentiality of student records is defined in the provisions of The Family Educational Rights and Privacy Act. As amended (20 U.S.C. 1232(G)), and with the regulations issued there under by the U.S. Department of Education.

I understand that if I fail to abide by these conditions, my access to any and all NCCU computer systems may be terminated and that disciplinary actions, including possible termination of employment may be instituted against me.

Signature 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 FOR 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 Security Approval: _____ Date: _____

Banner Security Officer: _____ Date: _____