MISSISSIPPI UNIVERSITY FOR WOMEN
BANNER ACCESS REQUEST FORM

USER INFORMATION

User's Name:*_____

Department: _____ Phone: _____

Access Effective Date: _____ Access Expiration Date: _____

Are you a current user of the Banner System? _____Yes List current User-ID: _____
_____No Banner User Name: _____

This employee needs the same Banner access as _____ (current /former employee) or list forms/processes below.

FORMS OR PROCESSES
List form or process name along with type of access needed: (**Q**) Query, (**M**) Update/Query, (**R**) Revoke access.

NAME	TYPE	NAME	TYPE	NAME	TYPE	NAME	TYPE
_____	____	_____	____	_____	____	_____	____
_____	____	_____	____	_____	____	_____	____
_____	____	_____	____	_____	____	_____	____
_____	____	_____	____	_____	____	_____	____
_____	____	_____	____	_____	____	_____	____
_____	____	_____	____	_____	____	_____	____
_____	____	_____	____	_____	____	_____	____

If you have any questions, please contact ITS at 329-7282.

User needs finance access for the following:

Purchase Requisitions (Posting) _____ Approvals (Query) _____

User needs access to these organization codes:

_____ _____ _____ _____

***The employee requesting BANNER access must read the back of this form and sign in the appropriate place.**

MISSISSIPPI UNIVERSITY FOR WOMEN
CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF RECORDS, FILES, AND DATABASES

Security and confidentiality are matters of concern to Mississippi University for Women employees who have access to university records either by hardcopy documents or via electronic or micrographic media. The Information Technology Department is responsible for the accuracy, integrity, and confidentiality of the electronic database. The purpose of this document is to fulfill that responsibility and to clarify all employees' responsibilities thereto. Since conduct, either on or off the job, could affect or threaten the security and confidentiality of this information, each employee who accesses the BANNER System is expected to adhere to the following:

1. No one may make or permit unauthorized use of any information in files maintained, stored, controlled, or processed by the BANNER System.

2. No one is permitted to seek personal benefit, allow others to benefit personally or to divulge, in any way, knowledge of any confidential information which has come to them by virtue of their work assignment.

3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with Mississippi University for Women policies and procedures.

4. No one may knowingly include, or cause to be included, in any record or report, a false, inaccurate, or misleading entry. No one may knowingly change or delete or cause to be changed or deleted an entry in any record or report, unless in accordance with Mississippi University for Women policies and procedures.

5. No official record or report, or copy thereof, may be removed from the office where it is maintained or copied or printed via electronic means except in the performance of a person's duties, and in accordance with established procedures. Copies made in the performance of a person's duties may not be released to third parties except as No.3 above applies.

6. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.

7. Each person is responsible for his or her assigned user-ID and password and are not to be shared with anyone else.

8. No one shall use another person's user-ID and password.

9. Any knowledge of a violation of this code must immediately be reported to the employee's supervisor.

Violation of this code may lead to reprimand, suspension, or dismissal consistent with Mississippi University for Women policies and procedures. Violation can also lead to action under the policy for student conduct and/or State of Mississippi statues pertaining to theft, alteration of public record, or other applicable section.

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USER AFFIDAVIT:

I have read, do understand, and will comply with Mississippi University for Women's Code of Responsibility for Security and Confidentiality of Records, Files, and Databases.

I am also aware of my responsibilities to protect the confidentiality of information regarding faculty, staff, and students and agree to use information from this system for carrying out official duties and responsibilities of my position with Mississippi University for Women ONLY.

Signature: _____ *Date:* _____

Approval:

Department Head: _____ *Date:* _____