Request Form for Student Security Access to Banner/INB

Date _____/_____/_____   Name _____ M#_ _ _ _ _ _ _ _
    Last   First

Department _____   Position/Title _____

MSU Email _____@_____murraystate.edu   MSU Phone _____

I am Replacing Employee _____
(if applicable)   Last   First

CHECK ALL THAT APPLY

❑ I have attended MSU FERPA training with a Registrar's Office representative. [This is required to receive access.]

❑ I am a current employee **changing from** _____ **Department**. Because of this change, I need different student security access as described below.

❑ I have **changed positions** in this department and need different student security access as described below.

❑ I am a **new employee** (or current employee without access) to MSU and need student security access as described below.

IMPORTANT— READ BEFORE SIGNING

I accept responsibility for complying with state and federal laws and University policies that relate to information technology and confidentiality. The privilege of access to any of the University's computer systems may be withdrawn as deemed appropriate by the supervisor of each system.

I verify that I have read and accept the "Accessing Student Data User Agreement" on page 2.

User's Signature _____   *Date* _____/_____/_____

Supervisor

► **Specific Student-Related Types of Info Needed & Why**   (i.e. addresses, phone #s, etc.)

_____

_____

_____

❑ Please grant student security access to this employee. I will notify the Registrar's Office if this employee leaves my department OR changes positions and requires different (or no) access.

❑ Please remove student security access for this former employee who no longer works at MSU.

❑ Please remove student security access for this former employee who may be employed in another department at MSU and may request appropriate access through the new department if necessary.

_____   _____   _____/_____/_____
Supervisor Name (please print)   *Supervisor Signature*   *Date*

Registrar's Office Use Only

INB Security Class _____

_____

Copied to Bursar _____/_____/_____ Copied to Adm _____/_____/_____

Requested from IS _____/_____/_____ Processed _____/_____/_____

Notified user _____/_____/_____ Access Removed _____/_____/_____

Revised 9/13/2010

Accessing Student Data User Agreement

I verify by my signature on the "Request Form for Student Security Access to Banner/INB" that I will comply with FERPA training regarding the proper use of student data.

In addition, my signature verifies that I will comply with all University policies and procedures as they relate to accessing or releasing student data, which include but are not limited to the following:

1. Using my student security access in a responsible manner by

   a) Never leaving an unattended computer signed on.
   b) Neither giving my personal signon to another individual, nor allowing an unauthorized individual to access a system after I have signed on.
   c) Neither posting nor recording my signon in a location known or readily available to others.

2. Using the information available to me strictly for purposes related to the University tasks assigned to me.

3. Never releasing student information available to me to any other party, and referring any requests for student information to the Registrar's Office. This includes requests from University employees or students and non-University persons, businesses, or organizations.

4. Securing and limiting access to any extracted data or hard copy requests that contain sensitive or confidential student data, shredding such documents when they are no longer needed.

5. Requiring identification with a photograph before releasing any confidential information about a student to said student.

6. Training or requesting training for all employees that answer to me (including student workers) who in any way have access to confidential student information. Periodic refresher training is also recommended.