Faculty/Staff Use Only

Banner Finance Account Request Form

ITD (Information Technology Division) Use Only User ID _____

1. _____ _____ _____ MTSU ID#: _____
   Last Name (Print) First Name Middle

2. Department: _____ Phone: _____ Fax: _____

3. Job Title: _____ Email: _____

4. My status (check one): ◯ Staff ◯ Faculty ◯ Administrator ◯ Student Worker ◯ Graduate Assistant
   ◯ Other Explain: _____
   ◯ Temp Worker Start Date: _____ End Date: _____

5. This is a request to: ◯ Create a new account
   ◯ Modify my account (account name) _____
   ◯ Remove an account (account name) _____

6. **Explain in detail, the reason Banner access is needed. A response of "to do my job" is NOT acceptable.**
   (Attach additional pages if needed.)

_____

7. **Acknowledge of Confidentiality:** I certify that the accounts assigned will be used only for legitimate, educational purposes, including MTSU academic and/or business operations, and that confidential information will not be released to any person who does not have a legitimate educational or business interest. I understand that these accounts will be used in accordance with MTSU policy, including, but not limited to, **Policy 121** (Privacy of Information); **Policy 500** (Access to Education Records); **Policy 910** (Information Technology Resources); **Policy 960** (Access Control); Family Educational Rights and Privacy Act (FERPA); Health Insurance Portability and Accountability Act (HIPAA); and all other applicable MTSU Policies, as well as State and Federal statutes. I will exercise great care when dealing with sensitive information and/or Personal Identifying Information including, but not limited to: social security numbers; birth date; insurance or patient identifiers; student GPAs and grades; credit card information; and bank information. *Please complete the MTSU FERPA training at -* **mtsu.edu/ferpa**

Applicant Signature: _____ **Date:** _____

8. **Authorization:** As departmental representative, I approve the access requested above. If the requestor of this account leaves this department and/or severs ties with MTSU, I will create an ITD work order to remove the account.

_____ _____ _____
Signature of Immediate Supervisor Date Phone

9. **Route to the Office of Business and Finance, COPE Room 103.**

Banner Security Profile: _____
Exceptions to Profile: _____
Director of Financial Systems: _____ Date: _____
Trainer Certification: _____ Date: _____

ITD USE ONLY
Implemented by: _____ Date: _____
Reporting Access Implemented by: _____ Date: _____
Notified by: _____ Date: _____