UNIVERSITY OF ALASKA FAIRBANKS
Business Office
(907) 474-7384 • Fax (907) 474-5898
www.alaska.edu/business

Accounts Receivable Security Access Request

Note: Before A/R access will be granted you must complete FERPA training and attach the certificate.
The training module can be found at http://distance.uaf.edu/ferpa/ferpa.html

First Name _____ MI _____ Last Name _____

Employee ID # _____ Banner ID _____ Position _____

Email _____ Department _____ Department Phone # _____

Type of Request:
☐ New User
☐ Change

Requesting User:
☐ Staff
☐ Student

Access requested: _____

Reason for access: _____

_____

I certify that my employment with the University of Alaska requires Banner Accounts Receivable access, and that I have taken all required training, including FERPA training. In consideration of my employment and authorization to access financial information, I promise not to disclose or use any information obtained except as need to perform my authorized duties for the university. I further promise to protect the security and confidentiality of the system and use by third parties. I understand that my unauthorized use or disclosure of information, disclosure of my access ID or password, or information from unauthorized access or use by others, may result in disciplinary action up to and including termination of employment and/prosecution.

I have read and fully understand the above statement and shall comply with said statement and rules.

Requestor Signature _____ Date _____

Supervisor Approval (Printed Name and Title) _____ Phone # _____

Supervisor Signature _____ Date _____

**********This form must be returned to the UAF Business Office for processing**********

Processed By: _____ Date: _____