



# University of Alaska Fairbanks

From: Crystal Goula, Office of Admissions and the Registrar  
RE: Banner Student Access

**NOTE:** All Banner, QMenu/QAdhoc, Toad and UAOnline advisor access requires that you complete the FERPA training on UAOnline → Employee Services → Employee E-Learning and click on FERPA Online Training. Once completed please include the certificate with the rest of the paperwork for your permissions.

Please complete the attached Administrative Access Request forms following these instructions:

Page 2 of this document (**Administrative Access Request for Student Information**):

Provide all information requested on this form including job responsibilities. Check the desired access. If you need access that is not listed, please complete the line following "Other areas in which I need access – please include responsibilities requiring this access" with the requested information. If you need more space, please use the back of the form.

Obtain the appropriate signature for DEPARTMENT APPROVAL (usually the Dean, Director or Department Chair); indicate date signed and title, phone number and fax number of the person granting departmental approval.

The "Processed By:" field should be left blank.

Page 3 of this document (**Statement of Responsibility and Rules of Conduct**):

Read the Statement of Responsibility and Rules of Conduct understanding your obligation in protecting the confidentiality of the information you will access. At the bottom of the form, sign at "User Signature:" and fill in the date. The "APPROVAL COORDINATOR:" line should be left blank.

**Return the completed forms with the FERPA certificate** to the Office of Admissions and Registrar (fax 474-7097) or scan the documents and email to [registrar@uaf.edu](mailto:registrar@uaf.edu). You will be contacted via e-mail as soon as your request has been processed.

Documentation regarding much of the Student Information on Banner can be found in the Faculty Advisor manual which is on the Web at [www.uaf.edu/advising/manual//](http://www.uaf.edu/advising/manual//) in the chapter "Using BANNER and the WEB for Academic Advising".

Barcode label  
Office use only

# UNIVERSITY OF ALASKA ADMINISTRATIVE ACCESS REQUEST

For Student Information

RECEIVED



SID label  
Office use only

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Office use only

### To Be Completed By User:

(Please Print)

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

EMAIL ID (If Assigned): \_\_\_\_\_ UA ID#: \_\_\_\_\_ Phone: \_\_\_\_\_

Banner User ID (If Assigned): \_\_\_\_\_ Replaces: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Job Responsibilities (required):

**Type of Request:** \_\_\_\_\_ New User \_\_\_\_\_ Change \_\_\_\_\_ Termination

**Requesting User:** \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Student

### Task Description For User:

\_\_\_ UAOnline: I need advisor access on UAOnline (Access student information including DegreeWorks as well as class information.)

\_\_\_ Banner: I need a wide range of access to student information such as student schedules, grades, admissions, completed classes, GPA's, etc. This does not include printing transcripts. (si\_advisor\_cls)

\_\_\_ Banner: I need to print my own or my department's class rosters, and/or other reports: schedules, enrollment reports, major/minor reports, etc. (si\_misc\_dept\_cls)

\_\_\_ Banner: I need to create a population (group) of students who meet selected criteria. From this population, I need to be able to create phone lists, mailing labels and other reports that use a population as input. *Population Selection training strongly recommended for this access.* (misc\_letgen\_dept\_cls)

\_\_\_ Banner: I need to be able to set registration pins. (si\_reg\_apin\_cls)

\_\_\_ Banner: I need to create unofficial transcripts for advising purposes only. (si\_unoff\_trans\_cls)

\_\_\_ WEB: I need to create reports with student data available on QMenu and QAdhoc website (includes generating class lists, fee reports, section status, registration statistics, list of majors, etc.) from the RPTP instance (user\_web\_siuser\_cls)

\_\_\_ Toad: I need to be able to run and/or create my own reports from tables stored in the RPTP instance using the Toad tool. (user\_dsd\_siuser\_cls)

Other areas in which I need access

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DEPARTMENTAL APPROVAL: \_\_\_\_\_

Date: \_\_\_\_\_

TITLE: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax#: \_\_\_\_\_

Office Use Only: Processed By: \_\_\_\_\_

Date: \_\_\_\_\_

Accesreq

# UNIVERSITY OF ALASKA ADMINISTRATIVE ACCESS REQUEST

**To Be Completed By User** (please print):

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

EMAIL ID (If Assigned): \_\_\_\_\_ UA ID#: \_\_\_\_\_ Phone: \_\_\_\_\_

BANNER USER ID (If Assigned): \_\_\_\_\_ Department: \_\_\_\_\_

### Statement of Responsibility and Rules of Conduct:

All university employees and authorized systems users are responsible for the security and confidentiality of university data, records, and reports. Individuals who have access to confidential data are responsible for maintaining the security and confidentiality of such data as a condition of their employment. The unauthorized use of, or access to, confidential data is strictly prohibited and will subject the individual to disciplinary action up to and including termination and prosecution to the fullest extent permitted by law.

The system access rules of conduct and user responsibilities include, but are not limited to:

1. System users shall not personally benefit or allow others to benefit by knowledge of any special information gained by virtue of their work assignments or system access privileges.
2. System users shall not exhibit or divulge the contents of any confidential record or report to any person, except in the execution of assigned duties and responsibilities.
3. System users shall not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
4. System users shall not knowingly expunge or cause to be expunged a data entry from any record or report, except as is a normal part of their duties. Due caution will be exercised in the disposal of documents and reports containing sensitive information.
5. System users shall not publish or cause to be published any university reports, records or other information, which contain confidential information of unauthorized distribution.
6. System users shall comply with information security procedures and rules of conduct as promulgated by the University.
7. System users shall not share passwords with office workers or anyone else, have them written down, stored, transmitted on computer systems, or imbedded within automatic log in procedures.
8. No person shall aid, abet or act in concert with another to violate any part of these rules.

In addition to the above items, the users of SunGardHE applications (Banner, UAOnline, etc.) must comply with the conditions of the license agreement the university has with SunGardHE. The agreement requires you and your organization to not sell, give away, or circulate part or all of the SunGardHE system to anyone else. The SunGardHE applications are the property of SCT and that must be treated as *Confidential Information*. Should you have any questions regarding the conditions for use of the system, please contact your campus information Security Coordinator.

Violation of these rules of conduct may subject an individual to loss of information access privileges, to reprimand, suspension, or dismissal in such manner as is consistent with Regents' policies and university regulations, and to prosecution under federal and state computer and information security laws.

I have **READ** and fully **UNDERSTAND** the Statement of User Responsibility and Rules of Conduct printed on this form and shall comply with such statement and rules. **This includes access to personal ID and/or operator number.** I understand that violation of such may result in disciplinary action up to and including the termination of my employment and may also include prosecution under federal and state law.

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only: APPROVAL COORDINATOR: \_\_\_\_\_ Date: \_\_\_\_\_