

Banner/DSD/Vista Plus/EDIR FINANCE & HUMAN RESOURCES Security Access Questionnaire

User Name (print): _____
First Name _____ MI _____ Last Name _____
Employee ID: _____ Email Address: _____
Banner Userid: _____ Dept.: _____
Phone: _____ Fax: _____ Faculty Staff
Regular Temp Student Emp

- This is my first Finance/Human Resources access request:*** To help identify the proper security access for you, we need you to mark all that apply to your job responsibilities with the University of Alaska Fairbanks or rural campuses. Additional training may be required for some access groups.
- This request is to update existing Finance/HR access:*** Mark the new items. Additional training may be required for some access groups.
- I have changed positions:*** Mark all that apply to the job responsibilities of your new position. Additional training may be required for some access groups.
- Banner:** I need to query budget information for my department, and look up the status of finance transactions such as purchases and payments. (Includes access to DSD, Vista Plus and Data Browser.) **Banner Navigation Training will be required for this access.**
- Banner:** I need to enter and approve purchases for my department, using purchase requisitions, call numbers, limited purchase orders and receiving. (Includes access to DSD, Vista Plus and Data Browser.) **Banner Navigation and Procurement & Banner Training will be required for this access.**
- Banner:** I need to look up payroll and personnel information for my department. (Includes access to DSD, Vista Plus and Data Browser.) **HR approval and Banner Navigation Training will be required for this access.**
- Banner:** I need to view sensitive payroll check information such as deductions and deposits, and print time sheets. (Includes access to DSD, Vista Plus and Data Browser.) **HR approval and Banner Navigation Training will be required for this access.**
- eDir Employee & Department Update for the following Unit ID(s):** _____

- Vista Plus:** I need to view finance information, incomplete/open documents lists, budget status, and grant inception to date via the Vista Plus web queries.
- DSD:** I need to view and/or create reports of budget information, encumbrance lists, and property lists via the DSD web queries (QMenu/QAdhoc).

Other areas of responsibility not listed above. Please be specific. _____

If this is your first Finance/Human Resources access request or you have changed positions: All areas of responsibility that I perform in my job with the University of Alaska Fairbanks or rural campuses have been marked.

If this request is to update existing Finance/Human Resources access: All marked items are related to my job responsibilities.

User Signature _____ Date _____
I have reviewed and approve all the marked areas of responsibility that the above user has indicated, which he or she needs in order to perform his or her job with our department.

Department Approval Signature _____ Printed Name _____ Date _____
(you may *not* sign for your own access)

To schedule training for: Banner Navigation, contact: Colleen Jones @ fncfj@uaf.edu
Procurement & Banner, go to: http://www.uaf.edu/purch/banner_training.html

SUBMIT COMPLETED FORM TO FINANCIAL SERVICES, BOX 7920, OR FAX TO 907-474-5850

University of Alaska Fairbanks Administrative Access Request

To Be Completed By User:

Email Address: _____ Employee ID: _____
Banner Userid: _____ Dept.: _____
User Name (print): _____
First Name MI Last Name

Statement of User 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. Systems 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 contains confidential information for 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 with anyone else, have their passwords 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 SCT applications must comply with the conditions of the license agreement the university has with SCT. The agreement requires you and your organization to not sell, give away, or circulate part or all of the SCT system to anyone else. The SCT 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 a loss of information access privileges, to reprimand, suspension, or dismissal in such manner as is consistent with Regent's 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: _____

Approval Coordinator: _____ Date: _____
Colleen Jones

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