

New River - Banner Account Request Form

This form is used by supervisors to request access for subordinates to the Banner by Ellucian system. It is to be submitted to Jason Garris (jgarris@newriver.edu) at least three days prior to the date that access is first needed.

Banner accounts are created by the **Database Administrator Senior** (or his designee) and the privileges are assigned according to the information in this request (as submitted by the functional area supervisor who has responsibility for the data in Banner, designated as the Data Owner). **It is the Requestor's responsibility to notify the Database Administrator Senior when these privileges are no longer needed so that access may be revoked.**

Functional Area Privileges

Functional Area of Responsibility	Data Owners	Banner by Ellucian Module
General Accounts	VP for Technology Services; Database Administrator Senior	General
Faculty	Chief Academic Officer; Deans	Student
Reg./Records/Catalog	Registrar	Student
Prospects and Applicants	Director of Enrollment Services	Student
Financial Aid	Director of Financial Aid	FinAid
Finance System	Chief Financial Officer	Finance
Accounts Receivable	Chief Financial Officer	Arsys
Human Resources	Director of Human Resources	Custom Forms

The account I am requesting access for is a:

- ☐ Full-time Employee
- ☐ Temporary Employee
- ☐ Student Employee
- ☐ Other

For student and temporary employees, anticipated last day of employment is:

[Click here to enter a date.](#)

Position Title:

[Click here to enter text.](#)

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Description of job duties as they relate to Banner access:

[Click here to enter text.](#)

Name of current employee with similar Banner access privileges:

[Click here to enter text.](#)

Level of Access Requested

Check only those that apply and are within the person's position responsibilities.

Position Duties	QUERY ACCESS	MODIFY ACCESS
Admissions	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Receivable	<input type="checkbox"/>	<input type="checkbox"/>
Administration	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Assistant	<input type="checkbox"/>	<input type="checkbox"/>
Finance/Finance Interfaces	<input type="checkbox"/>	<input type="checkbox"/>
Financial Aid	<input type="checkbox"/>	<input type="checkbox"/>
General (Popsel, Letter Gen. GOATPAC)	<input type="checkbox"/>	<input type="checkbox"/>
Help Desk	<input type="checkbox"/>	<input type="checkbox"/>
Student Records	<input type="checkbox"/>	<input type="checkbox"/>
Student Support	<input type="checkbox"/>	<input type="checkbox"/>

Please list all Organization and Fund code access requested:

Organization Code	Fund Code
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Acceptable Use

At New River, we are committed to protecting the security, privacy, and integrity of information resources while also promoting the information sharing requirements of an academic culture. We are guided by federal (e.g., FERPA, HIPPA) and state laws in our use of confidential information (e.g., social security and credit card numbers) to protect the privacy of student and employee information. Additionally, we comply with our own College policies and procedures to safeguard the College's data assets.

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Please review the plans, policies, standards, and procedures that govern the use of New River's computing resources at: <https://web.newriver.edu/procedures/index.html>

Student Data

Non-directory information as defined by FERPA may **not** be released to a third party without written consent of the student involved. "Third party" includes anyone who does not have a "legitimate educational interest" in the student record. Information may be shared with other New River employees in the completion of work only. Non-directory information may not be shared with the student's parents without written permission from the student.

Directory information is defined by the [U.S. Department of Education](#) as information contained in an education record of a student that would **not** generally be considered harmful or an invasion of privacy if disclosed. New River employees may disclose directory information to third parties without consent if it has given public notice of the types of information defined as directory information. At New River, directory information includes:

- Student's Name
- Address (local, home, permanent)
- New River email address
- Campus location
- Telephone numbers
- Place of birth
- Field of Study (major)
- Class Level (freshman, sophomore, etc.)
- Record of participation in official sports and activities, including height and weight of athletic teams
- Dates of attendance, anticipated graduation date
- Degrees and awards received
- Most recent previous educational institution attended by the student
- Confidential Indicator - Banner flag which indicates the student request that no information should be released about the student to a third party.

Employee Data

To comply with West Virginia state statutes, the College is required to treat personally identifiable information (PII) about all employees as confidential. College employees entrusted with access to PII information to carry out the functions of their job must protect the confidentiality of this information.

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Authorization and Approvals

I have read and I understand my legal responsibilities regarding data usage for the Banner by Ellucian system.

My signature on this form indicates that the Banner by Ellucian account being created is for the person listed on this form and that the access is appropriate for this person's position responsibilities.

Employee Name: Click here to enter text.	Date: Click here to enter a date.
Banner ID: Click here to enter text.	New River Email Address: Click here to enter text.
Department: Click here to enter text.	Phone: Click here to enter text.
Supervisor Name: Click here to enter text.	Last 4 Digits of Employee SSN: Click here to enter text.

Supervisor's Signature