



DEPARTMENT REQUEST FOR ACCESS TO INB BANNER STUDENT FORMS

Campus departments should submit this form to the Registrar's Office to request access to any of the Banner Student Forms used to locate student information for the purpose of campus operations. This request does not encompass forms that are owned by the Human Resources Department, Bursar's Office, Financial Aid, nor Student Accounts.

All questions must be answered in order to have your request considered.

User Information: _____
Full Name of User SamID Number Sam Username (abc123) Department

Please indicate the type of staff member who will be using the INB student Forms:

☐ Permanent Staff ☐ Student Worker ☐ Temporary Staff

Has Navigational Training for INB Banner been provided for the requested user?

☐ Yes ☐ No

Has the requested user been informed adequately of the regulations regarding FERPA and does this user understand that student information may not be given freely to anyone other than the student?

☐ Yes ☐ No FERPA information provided to this user by whom? _____

Is there someone in your department who currently has the same access that is being requested? If so, please list their name here: _____

As the Department Head, I understand that at the point of employment dismissal for this staff member with my department that I am required to notify the Registrar to have the access removed from Banner Student forms.

Department Head signature Date

☐ This is official notification that all Student Banner access needs to be removed for the user listed above.

Department Head signature Date

For use by Sam Advising Center:

Additional training must be provided by the Sam Center to gain access as an advisor to lift holds and view Degree Works.

The following staff has been trained in the following areas, and may be provided access:

☐ Advisor
☐ Degree Works

Training in the Sam Advising Center provided on _____ by _____
Date Trainer signature