

**EASTERN KENTUCKY UNIVERSITY**  
**Banner Access Request Form**

**USER INFORMATION**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**EKU ID:** \_\_\_\_\_

Are you a Student Employee? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Access Effective Date: \_\_\_\_\_ Access Expiration Date (to revoke access): \_\_\_\_\_

Do you have a banner production account? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If so, then list your current banner login (not Email username) \_\_\_\_\_  
Do you need a BDMS account \_\_\_\_\_ Yes \_\_\_\_\_ No  
List BDMS Security Group and Application ID \_\_\_\_\_  
Do you need an Argos account \_\_\_\_\_ Yes \_\_\_\_\_ No  
List Argos Security Group \_\_\_\_\_

Describe your job role or responsibilities that require access to the banner production database. Also, list the capability needed to perform your responsibilities: Modify (create, edit and/or delete) or Query (View only). NOTE: If you are filling the same job and have the same responsibilities as the previous employee, then state that your banner access should be a copy of the previous employee.

To update your existing banner account, please create a request for Change in Existing User Security on the following secure site: <http://footprints.eku.edu>

**The Employee or Non-employee requesting Banner access:**

must read Eastern Kentucky University's Code of Responsibility  
for Security and Confidentiality of Records, Files, and Databases  
attached to this form and sign in the appropriate place. (see pg 2)

**IMPORTANT:** Users requiring access to social security number(s) must successfully complete the [Data Trustees](#) training prior to obtaining banner access. Completion of **FERPA** training is required prior to obtaining access to Student records.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
I have completed FERPA training (via Blackboard). Test Score: \_\_\_\_\_ Test Date: \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Supervisor, your above signature confirms the employee's successful completion of the **FERPA** training and/or the signature provides written permission for banner access.

**BUDGETING SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

All Finance requestors must email all pages to: [budgeting@eku.edu](mailto:budgeting@eku.edu) or mail to: 1405 Commonwealth Hall prior to sending the request form to the Banner Security Office

If you are NOT requesting Finance Access, please email pages 1-2 to [itdssecurity@eku.edu](mailto:itdssecurity@eku.edu)  
or mail to Banner Security, Perkins 345.  
If you have questions, please contact the IT Service Desk at 2-3000 or email [itdssecurity@eku.edu](mailto:itdssecurity@eku.edu)

## **Code of Responsibility for Security and Confidentiality of Records, Files, and Databases**

Security, confidentiality, and respect for critical University services are matters of concern to the Eastern Kentucky University (EKU) community. Those who have access to university records either by hard copy documents or via electronic media should be particularly sensitive to safeguarding university electronic assets. Authorized users of EKU networks and computer systems include: (1) faculty, staff, and students of the University; (2) anyone connected from a public information service for the University; (3) others whose access furthers the mission of the University and whose usage does not interfere with other user's access to resources.

By virtue of your employment/association with Eastern Kentucky University, and your authorization for access to the Banner Database, your signature below certifies your full understanding, support, and agreement of the following:

As outlined in the current Eastern Kentucky University *Undergraduate Catalog* entitled "Provisions of the Family Educational Rights and Privacy Act of 1974 (as amended), Public Law 93-380", intentional disclosure of records which contain individually identifiable information to any unauthorized person is prohibited.

Accessing, or attempting to access or view, any account for which there is no specific authorization is prohibited.

Attempts to circumvent data protection schemes or exploiting security loopholes which disrupt, delay, endanger or expose University operations are prohibited.

Responsibility for the security of an assigned password rests solely with the assignee. This includes changing passwords on a regular basis and making sure no one else knows them.

The use of EKU's computing resources are not completely private. While individual usage is not routinely monitored, normal operation and maintenance require logging of activity, monitoring of general usage patterns, and other such activities for maintaining availability and performance. Authorized monitoring of activity and individual user accounts, including individual login sessions and communications, may occur without notice. Monitoring may occur in the following instances:

- The user has voluntarily made them accessible.
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of the University or to protect the University from liability.
- There is reasonable cause to believe that the user has violated, or is violating, this policy.
- An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
- Upon receipt of a legally served directive of appropriate law enforcement agencies.

When an authorized user changes status (i.e. termination, graduation, retirement, or position / responsibility changes), the Budget Unit head responsible for initiating the status change must coordinate with the user to ensure that access authorization to all University resources is appropriate. An individual may not use facilities, accounts, access codes, privileges, or information for which he/she is not authorized.

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**I have read, do understand, and will comply with the above EKU *Code of Responsibility for Security and Confidentiality of Records, Files, and Databases*, EKU *Code of Ethics for Computing & Communications* located at [it.eku.edu/codeofethics/](http://it.eku.edu/codeofethics/), and EKU *University Policy – Fiscal Misconduct* located at [http://www.policies.eku.edu/sites/policies.eku.edu/files/policies/nonacademic/fiscal\\_misconduct/fiscal\\_misconduct\\_policy\\_template\\_2\\_16\\_11.pdf](http://www.policies.eku.edu/sites/policies.eku.edu/files/policies/nonacademic/fiscal_misconduct/fiscal_misconduct_policy_template_2_16_11.pdf)**

**I am also aware that intentional misuse or fraud, or disclosure of EKU computing resources or data could constitute just cause for disciplinary action, up to and including termination of employment regardless of whether criminal and/or civil penalties are imposed. Additionally, criminal and civil penalties could be imposed as implied in federal U.S. Codes and Chapter 434 of Kentucky Revised Statutes.**

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

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**FUND/ORGANIZATION: Budget Code(s):**

<b>Chart</b> E-Eastern F-Foundation R-Arlington	<b>Fund Code(s)</b>	<b>Fund Code(s)</b> Banner Prod and Self Serve Access Q – Query Only P- Post Only B – Post & Query	<b>Self Serve Budget Development Access</b> Q – Query Only B – Post & Query N – No Access
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<b>Chart</b> E-Eastern F-Foundation R-Arlington	<b>Org Code(s)</b>	<b>Organization Code(s)</b> Banner Prod and Self Serve Access Q – Query Only P- Post Only B – Post & Query	<b>Self Serve Budget Development Access</b> Q – Query Only B – Post & Query N – No Access
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