

Banner Finance Login Request Form

Macalester College

PLEASE NOTE: ALL PAGES OF THIS FORM ARE TO BE FILLED OUT AND SIGNED BY the Applicant and their Supervisor.
Once completed and signed, please forward to Amy Holter in Business Services at aholter@macalester.edu or 77 Mac, 3rd floor.

Create or Modify User Login:	
Applicant Information: <i>(Print clearly or form can not be processed)</i>	Today's Date: ___ / ___ / ___ Applicant's Starting Date: ___ / ___ / ___
First Name: _____ Last Name: _____	Phone: _____ <i>(if assigned)</i>
Work Unit: _____ Supervisor/Dean: _____ Phone: _____	
Status: <i>(Check one on each line)</i> <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other: _____ <input type="checkbox"/> New employee <input type="checkbox"/> Transfer from other work unit at Macalester (from where? _____) <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary – end date: _____ (if known)	
Requesting: <input type="checkbox"/> Create Account <input type="checkbox"/> Modify Account (Log-In: _____)	
Supervisor Signature: X _____	

IMPORTANT – Applicant must read, sign, and date this section. If this section is not signed and dated accounts cannot be created or modified.

FERPA Statement of Understanding for accessing Student Information:

Along with the right to access student information comes the responsibility to maintain the rights of students as outlined in the Family Educational Rights and Privacy Act (FERPA). The College's catalog, Gateway Registration publication and FERPA policies on the web site provide details regarding student records at Macalester College. Student records and **directory information** are accessible to members of the faculty and staff who have a legitimate need to know this information. Under the terms of FERPA, Macalester defines **directory information** as the student's name, address, telephone number, dates of attendance, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees, and the most recent educational institution attended by the student.

Many people have a confidentiality indicator on their directory information and if so we have an obligation to maintain it. If a student has asked for confidentiality, you should not acknowledge that this person is even here as a student to outside inquirers. If a student has not asked for confidentiality, as researched on Banner, you may release the items defined as **directory information or refer the request to staff in Registration and Records**. *All other information requires written consent of the student.* Evaluations, program and course registration, schedules of programs and courses should not be released to anyone other than the student since it is not defined as **directory information**.

Applicant Agreement:

I understand and accept the following terms and conditions (*please initial each paragraph*):

_____ I understand that I have access to information that contains personally identifiable information the disclosure of which is prohibited by the Family Education Rights and Privacy Act of 1974. I also understand that requests for information and questions concerning the release if information should be referred to Registration and Records.

_____ I have read and understand the information provided above in the "FERPA Statement of Understanding".

_____ I understand that passwords are the first line of security on all accounts. I agree not to reveal my passwords nor allow anyone else to use the accounts assigned to me.

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_____ I understand that the accounts assigned to me may provide me with access to sensitive, restricted, or confidential data. I will maintain the confidentiality of any and all data that I retrieve from Macalester information systems in the course of my job duties, including data that I use for reporting purposes or in other software products. I acknowledge that I fully understand that the disclosure of information to any unauthorized person could subject me to the criminal and civil penalties imposed by the law.

_____ I further acknowledge that willful misuse of , or unauthorized access to, college information systems also violates the College’s policy and could constitute just cause for action by Macalester regardless of whether criminal or civil penalties are imposed.

Applicant Name: _____	Date: ____ / ____ / ____
Applicant Signature: _____	(Please Print)

--Banner System Section for Data Stewards and ITS only--

The following security roles are predefined in Banner. **ALL SIGNATURES MUST BE GATHERED PRIOR TO FORWARDING THIS FORM.** Please select from the following:

FINANCE: _____ Steward: Amy Holter (x6577)

- Accounting General (MAC_ACCTGEN_C)
- Purchasing Requisitioner and Approvers (MAC_PURCHGEN_C)

GENERAL: _____ Steward: Tim Friemann (x6879)

- General Banner Navigation (MAC_GENERAL_C)

Argos Reports _____ Administrator: Patrick Leder (x6708)

- Department User - Finance (BAN_ARGOS_BUSINESS) _____ Amy Holter