

Banner Student System Access Request Form

Application Process Steps

1. Account holder prints out and fills in parts 1, 2, and 3 of the form
2. Manager/Department signs and dates part 4 of the form
3. Form is sent to the Registrar's office at registrar@northeastern.edu
4. Registrar's office reviews the request, and determines the appropriate security classes to assign the Account holder
5. Registrar's office creates a Service Now ticket to request that IS assign the appropriate classes to the Account holder
6. Information Services creates the roles and assigns the Banner Administrative Pages security classes
7. The Registrar's office informs the Account holder that their account is ready

This form is to request access for Student Registration/Academic information only. Requests for access to Student Billing information should be directed to Accounts Receivable.

Notice of Appropriate Use Policy

All individuals accessing Northeastern University systems are required to read and comply with the Appropriate Use Policy for Computers and Networks which is located at <http://www.infoservices.neu.edu> .

The University reserves the right to change the Appropriate Use Policy or any portion of the policy at any time, without prior notice. Changes to the policy are effective upon posting at <http://www.infoservices.neu.edu> where the most current version resides.

Requirement to Maintain Confidentiality

All individuals engaged by the University are required to keep all Northeastern University Information strictly confidential. No use or disclosure of any kind is permitted, except only as may be authorized under the terms/scope of employment, engagement, and/or as may be explicitly authorized in writing by an officer of the University. In addition, student information is protected under the Family Educational Rights and Privacy Act (FERPA) outlined at <http://www.northeastern.edu/registrar/ferpa.html> .

Accountholder and Manager Responsibility

Accountholders are responsible for all transactions conducted under their user ID. Managers are responsible to notify the Registrar's office and Information Services when an individual for whom they have approved access is transferred or terminated from their department.

This page should be kept by the person requesting system access. All other pages should be sent to registrar@northeastern.edu

Banner Student System Access Request Form

Part 1 : Accountholder Information

NUID: _____ Request Date: _____

Name (please print): _____

Department: _____ Position: _____

Telephone: _____ NEU Email: _____

University Role:

Faculty ____ Employee/Staff ____ Student Worker/COOP ____

Consultant/Temporary ____ (Start/End date: _____)

Part 2: Access Required

New Access: ____ Change existing access: ____

____ View Student Information (Self Service Banner)

____ Student Registration (Self Service Banner)

____ Grant Overrides for Class Restrictions (College/Dept: ____/____)

____ Add/Remove Holds (Hold Type: _____)

____ Other (please describe: _____)

Ex: Student Accounts/Financial Aid, Call Center, Registrar's Office, IS

Model Security from another Accountholder (optional):

Name: _____ NUID: _____

Part 3: Banner Student Accountholder Agreement

Northeastern University systems are to be used according to the terms of the Appropriate Use Policy (www.infoservices.neu.edu). By requesting access, I agree to the terms of the Appropriate Use Policy, and further agree to: access, use, distribute and share data only as needed to conduct University business as specified in my position/engagement description, to respect the confidentiality and privacy of individuals whose records or data I access, to observe all ethical and legal restrictions that may apply to data I view or handle, to protect my password and be personally accountable for all work performed under my user IDs and passwords, to logout when leaving my workstation, to report knowledge of security breaches or information security policy violations to NU Information Security, and to comply with all department and University policies and procedures.

NOTICE: THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT IN ANY FORM, ALTHOUGH ADHERENCE TO THESE STANDARDS IS A CONDITION OF EMPLOYMENT OR CONTINUED ROLE. ACCESS GRANTED PURSUANT TO THIS APPLICATION DOES NOT GIVE RIGHTS OF ANY KIND, AND MAY BE CHANGED BY NORTHEASTERN UNIVERSITY WITHOUT NOTICE AT ANY TIME.

I have read and will abide by the above agreement and the Appropriate Use Policy. Under these terms, I request access to BANNER be approved according to the specifications established by my role and job duties.

Accountholder's Signature _____ **Date** _____

Part 4: Approval and Certification

College/Department Approver Name (please print) _____

College/Department Approver Signature _____

Today's Date _____