

Banner Human Resources Account Request Form

ITD (Information Technology Division) Use Only

User ID: _____

1. _____ MTSU ID#: _____
Last Name (print) First Name MI
2. Department: _____ Phone: _____ Fax: _____
3. Job Title: _____ Email: _____
4. My status (check one): ☐ Staff ☐ Faculty ☐ Administrator ☐ Student Worker ☐ Graduate Assistant
☐ Other Explain: _____
☐ Temp Worker Start Date: _____ End Date: _____
5. This is a request to: ☐ Create a new account
☐ Modify my account (account name) _____
☐ Remove an account (account name) _____
6. **Explain in detail, the reason Banner access is needed. A response of "to do my job" is NOT acceptable.**
(Attach additional pages if needed.)

7. **Acknowledge of Confidentiality:** I certify that the accounts assigned will be used only for legitimate, educational purposes, including MTSU academic and/or business operations, and that confidential information will not be released to any person who does not have a legitimate educational or business interest. I understand that these accounts will be used in accordance with MTSU policy, including, but not limited to, [Policy 121](#) (Privacy of Information); [Policy 500](#) (Access to Education Records); [Policy 910](#) (Information Technology Resources); [Policy 960](#) (Access Control); Family Educational Rights and Privacy Act (FERPA); Health Insurance Portability and Accountability Act (HIPAA); and all other applicable MTSU Policies, as well as State and Federal statutes. I will exercise great care when dealing with sensitive information and/or Personal Identifying Information including, but not limited to: social security numbers; birth date; insurance or patient identifiers; student GPAs and grades; credit card information; and bank information.

Please complete the MTSU FERPA training at - mtsu.edu/ferpa

Applicant Signature: _____ **Date:** _____

8. **Authorization:** As departmental representative, I approve the access requested above. If the requestor of this account leaves this department and/or severs ties with MTSU, I will create an ITD work order to remove the account.

Signature of Immediate Supervisor **Date:** _____ **Phone:** _____

9. **Route to the Assistant Vice President for Human Resources, Ingram Building.**

Banner Security Profile: _____

Exceptions to Profile: _____

Date: _____ Asst. Vice President for Human Resources: _____

Date: _____ Trainer Certification: _____

ITD USE ONLY

Implemented by: _____ Date: _____

Reporting Access Implemented by: _____ Date: _____

Notified by: _____ Date: _____