



Banner Student Account Request Form

ITD (Information Technology Division) Use Only User ID _____

1. _____ MTSU ID#: _____
Last Name (print) First Name Middle

2. Department: _____ Phone: _____ Fax: _____

3. Job Title: _____ Email: _____

4. My status (check one): Staff Faculty Administrator Student Other

5. This is a request to: Create a new account
Modify my account (account name _____)
Remove an account (account name _____)

6. I need Banner access in order to: _____

7. **Acknowledgement of Confidentiality:** I certify that the accounts assigned will be used only for legitimate MTSU business 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, MTSU Policy I:03:05 (Privacy of Information), MTSU Policy I:03:03 (Information Technology Resources Policy)**, Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), as well as State and Federal statutes. I will exercise great care when dealing with sensitive information including, but not limited to, social security number, birth date, insurance or patient identifiers, credit card information, etc.

**More information on ITD polices and Procedures may be found at <http://www.mtsu.edu/~itd/policies>.

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 notify ITD to modify or remove the account as appropriate.

Signature of Immediate Supervisor Date Phone

9. Route to the Associate Director of Records for Student Information, Records Office, Cope room 102.

Banner Security Profile: _____

Exceptions to Profile: _____

Associate Director of Records for Student Information _____ Date: _____

Trainer Certification: _____ Date: _____

ITD USE ONLY

Implemented by: _____ Date: _____

Reporting Access Implemented by: _____ Date: _____

Notified by: _____ Date: _____