



Banner Finance 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 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 Office of Business and Finance, COPE Room 103.

Banner Security Profile: _____
 Exceptions to Profile: _____
 Director of Financial Systems: _____ Date: _____
 Trainer Certification: _____ Date: _____

ITD USE ONLY

Implemented by: _____ Date: _____
 Reporting Access Implemented by: _____ Date: _____
 Notified by: _____ Date: _____