

**Hampton University Computer Center  
Request for ADDITIONAL Employee Banner FORMS Access**

An online form

<b>Name (First, Middle, Last)</b>	<b>Employee HUID#</b>	<b>Dept#</b>	<b>Phone</b>
<b>Title</b>	<b>Department</b>		
<b>Employee Function/Job Duties</b>	<b>Effective Date For Access</b>		
<b>Banner Navigation</b>			
<b>Additional Banner Access Requested</b>			

<b>Employee Status</b>	<b>Banner Access Date</b>	
<input type="checkbox"/> Position Change	Transfer /Hire Date	Copy Banner profile
<b>Employee replaces →</b>		HUID:

- Current Permanent employee
- TEMP Employee (Special Authorization Required)

Initial Banner Modules	Additional Banner Modules
<input type="checkbox"/> Student	
<input type="checkbox"/> Financials	
<input type="checkbox"/> Alumni	
<input type="checkbox"/> Human Resources	
<input type="checkbox"/> Financial Aid	

Finance Security Budget /Account Numbers		
Index	Fund	Organization

Check if additional account numbers are attached to this

form.

System accounts will not be generated for persons not employed by Hampton University. Only staff persons who can be successfully verified as Hampton University employees through the Human Resources System, or through documentation such as contracts will receive access to M.I.S resources. User IDs generated for temporary employees or staffing persons will be at the risk of the department's supervisors and the agency at which the person is employed. Therefore the agency is liable for damages to information and or resources.

<b>Supervisor's Printed Name , HU Phone Number, and Signature (Required)</b>	<b>Date</b>

Please be aware of the following:

1. Forms and reporting results may contain Sensitive PII is information which, when disclosed, could result in harm to the individual whose privacy has been breached. Sensitive PII should therefore be protected. Such information includes biometric information, medical information, personally identifiable financial information (PIFI) and unique identifiers such as passport or Social Security numbers.
2. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. A **school official** with a **legitimate educational interest** is permitted access to an **education record**.

<b>Special Authorization needed for Temporary Employee (Business Office)</b>	<b>Date</b>

**Reference: Request for Training Policy**

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**Computer Center Department Use Only**

Signature for Additional Modules Given	Date Access Given

**NAME:** \_\_\_\_\_

**HUID #** \_\_\_\_\_

**PRE ACCESS**

**Listing Enrolled in GSASECR**

**User/Class Privileges Maintenance**

**POST ACCESS**

**Listing Enrolled in GSASECR**

**User/Class Privileges Maintenance**

**\*\*\*\* Capture screen shots in Word Document and attach to form**