Hampton University Computer Center
Request for ADDITIONAL Employee Banner FORMS Access (v5)

An online form

| **Name (First, Middle, Last)** | **Employee HUID#** | **Dept #** | **Phone** |

| **Title** | **Department** |

| **Employee Function/Job Duties** | **Effective Date for Access** |

| **Employee Status** | **Transfer Hires Date** | **Banner Access Date** |

Copy Banner Profile

Position Change

Employee replaces →
   (Full Name)

HUID

Current Permanent Employee

Finance Security
(Finance Must Approve Budget Access) Budget/Account Numbers

TEMP Employee _____
(HR must approve Banner access prior to any access/training)

Initial Banner Modules	Additional Banner Modules
☐ **S**tudent	
☐ Financials	
☐ Alumni	
☐ Human Resources	
☐ Financial Aid	

Finance Printed Name & Signature for Approval Authority

Index	Fund	Organization	Type of Access Query/Modify/Both

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.

| **Supervisor's Printed Name , HU Phone Number and Signature (Required)** | Date |

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.**

Reference: Additional Access

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Employee Name	HUID #

Computer Center Department Use Only

Signature for Additional Modules Given	**Date Access Given**

NAME: _____   **HUID #** _____

(PRIVLEDGES COPIED FROM)   (PRIVILEGES COPIED FROM)

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