

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

An online form

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

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

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**.

Special Authorization needed for Temporary Employee (Business Office)	Date

Reference: Request for Training Policy

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Computer Center Department Use Only

Signature for Additional Modules Given

Date Access Given

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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