

# BANNER ACCESS REQUEST FORM — Information Technology Services

**1. EIU Username:**

(EIU e-mail address)

**2. E#**

(if available)

**3. Department Name:**

**4.**

Last name, first name, middle initial

**5. Job title**

**Phone**

**6. My status:** Staff, Faculty, Administration    Adjunct Faculty    Temporary/extra help    Student employee

If status is temporary/extra help, you must provide a contract termination date

**7. Request to:** Create new account

Modify account access

Remove access

**8. I need Banner access in order to:**

(Be specific)

**9. If new employee, list former employee he/she replaces**

**10. I have read the Statement on the Privacy of Student Records and the Confidentiality Notice attached to this form and agree to abide by the policies outlined therein.**

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**11. Immediate supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**12. Authorization:**

As department representative, I approve the access requested by the above employee. If the employee leaves the university or transfers to a different department, I will notify ITS so the departmental access is terminated.

\_\_\_\_\_  
Signature of Dean/Director/Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

**PLEASE SEND FORM TO: SANDY BOWMAN, HUMAN SERVICES**

.....  
**For Data Custodian use only below**

**Instance**    TEST     PROD     PPRD     EIUTRNG

**Signatures**

Data Custodian \_\_\_\_\_ Security Class \_\_\_\_\_ Date \_\_\_\_\_

Data Custodian \_\_\_\_\_ Security Class \_\_\_\_\_ Date \_\_\_\_\_

Data Custodian \_\_\_\_\_ Security Class \_\_\_\_\_ Date \_\_\_\_\_

**13. Route to Banner Security Coordinator**

Ban  EIU\_Base   

Ban\_EIU\_Base    ITS use only: Implemented by: \_\_\_\_\_ Date \_\_\_\_\_ (Revised 5-22-08)

## STATEMENT ON THE PRIVACY OF STUDENT RECORDS

Eastern Illinois University upholds a dual commitment regarding student records:

- 1) to respect and protect the privacy of student information according to university policy and the Family Educational Rights and Privacy Act of 1974
- 2) to provide student information necessary for the work of university personnel.

All university personnel, by virtue of their employment, are accountable for the responsible use of student information. This includes insuring the confidentiality, integrity, and accuracy of student records. Use of student records should be limited to specific institutional purposes within the official duties of each faculty and staff member. Information cannot be provided to external parties for commercial or unauthorized use, nor can information be used for purposes outside of one's job responsibilities.

University policy and federal law permit the release of "directory information" on any student, unless a student has signed a "Request to Withhold Information" form kept on file in the Registrar's Office. Directory information includes name, local and permanent address and phone, major, degree, and dates of attendance.

Non-directory information is confidential. It is made available to university employees for legitimate educational purposes. Release of personally identifiable non-directory information to third parties requires written approval from the student, unless the third parties are legal authorities; federal, state, or accrediting agencies; or appropriate persons in the case of safety emergency.

Any university employee who engages in unauthorized use, disclosure, alteration, or destruction of data is subject to disciplinary action.

To be signed by the person requesting access:

I have read the above and understand my responsibility as a university employee to maintain the confidentiality of student records. I also understand that any information I access must be used only to perform the duties of my job.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please do not initial. All signatures must be handwritten. Electronic signatures will not be accepted.

Name:

College or Dept:  
Please print or type.

## CONFIDENTIALITY NOTICE

Eastern Illinois University maintains strict confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and the Gramm-Leach-Bliley Act (GLBA), in addition to other federal and state laws. These laws pertain to the security and privacy of all records that contain information that identifies or could lead to the identification of a student or that could reveal private information concerning an employee or customer.

Employees are authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee/volunteer/student/third-party administrator of the university, you are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. You must be very careful not to release this information to the public or to other individuals, including but not limited to university employees who have not been authorized or who do not have a **legitimate institutional or business need to know**. Any questions regarding release of such information to another person should be directed to your supervisor or their designee.

Eastern Illinois University defines unauthorized access to be:

1. Access to student, employee or university information not necessary to carry out your job responsibilities.
2. Non-business or non-institutional access to the records of a student or employee. This includes your children as protected under FERPA, spouse, parents and other relatives as well as friends and acquaintances.
3. Release of student or employee information to unauthorized internal or external users.
4. Release of additional or excessive student or employee information to an authorized individual/agency than is essential to meeting the stated purpose of an approved request.

Information may not be divulged, copied, released, sold, loaned, reviewed, altered or destroyed except as properly authorized by the appropriate university official within the scope of applicable federal or state laws, including record retention schedules and corresponding Internal Governing Policies.

As an employee of Eastern Illinois University, you must abide by the rules, regulations, policies and procedures of EIU as well as federal and state laws applicable to your position at the university. EIU may at any time, revoke employee/volunteer/student/third-party access, other authorization, or other access to confidential information. Additionally, failure to comply with any of the acts, rules, regulations, EIU policies and corresponding procedures may result in disciplinary actions, including termination of employment. Criminal or civil penalties may also be imposed, depending upon the nature and severity of the breach of confidentiality.

For more information on policies at Eastern Illinois University, see the links below.

- [Use of Network Facilities and Services Including World Wide Web \(WWW\)](#) - IGP 128 & IGP 129
- [Digital Millennium Copyright Act](#)