



CSU Pueblo Banner SIS Administrative Pages Account Request



Select one:

Add new User

Modify Existing User

User Information

PRINT Name: _____ **Department:** _____

Phone: _____ **E-mail address:** _____

eName: _____ **NetID:** _____

Access Requested:

CSU Pueblo login Default

CSU login Default

<input type="checkbox"/> BANJBP1 Banner ID: _____ PIDM: _____ Roles: <input type="checkbox"/> Student <input type="checkbox"/> Fin Aid <input type="checkbox"/> Database Query Access	<input type="checkbox"/> BANPPRD Banner ID: _____ PIDM: _____ Roles: <input type="checkbox"/> Student <input type="checkbox"/> Fin Aid <input type="checkbox"/> Database Query Access	<input type="checkbox"/> BANPROD Banner ID: _____ PIDM: _____
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Approvals

Signature: _____ **Date:** _____
Associate Vice President of Enrollment Services (Amy Robertshaw)

Signature: _____ **Date:** _____
JBP Team Representative (Chris Seng or Jerry Becker)

Additional Comments:

_____	_____
Banner Security Administrator	Date Implemented

Statement of Use and Understanding

- 1) I must use student information for authorized activities only.
- 2) I must not update or alter my own record, the record of friends or family members, or the record of a student employee whom you supervise, even if doing so would fall in the range of tasks routinely performed as part of my work assignment.
- 3) I must not seek personal benefit or permit another to benefit personally by any confidential information which has come to me through my work assignment.
- 4) I agree to follow the technology-related standards of Colorado State University (CSU) and I understand that misuse will result in the revocation of my access.
 - a. [Acceptable Use for Computing and Networking Resources](#)
 - b. [Information Collection and Personal Records Privacy](#)
 - c. Section I of [Information Technology Security](#)
- 5) I must not maintain personally identifiable student information on a laptop, tablet, external drive or CD that is removed from the office.
- 6) I must use my user ID and password properly. Even within a department or office, I will not share my user name and password combination. I will not write account numbers and passwords in documentation, memos, or other documents. I am responsible for any access logged against my username.
- 7) I must log out of, or lock, my computer when I am not using it in order to prevent unauthorized access.
- 8) I must know what information may be released, and to whom, following the Family Educational Rights and Privacy Act (FERPA). See:
 - a. The [Family Educational Rights and Privacy Act](#) policy
 - b. FERPA section of the [CSU General Catalog](#)
 - c. FERPA section of the [Office of the Registrar website](#)I will ask my University Registrar if I am unsure about the use and/or release of information.
- 9) I understand that using student information in any non-university business way (e.g. personal mailings, academic status of friends, etc.) is unauthorized.
- 10) I will immediately contact VPIT *and* the ARIES Security Coordinator in Enrollment Services (970) 491-1995, when I become aware of unauthorized use of any kind.

I have read this code and agree to comply with its stipulations. Violation of this code will be referred to VPIT and the appropriate University authority and may lead to corrective action consistent with the general personnel policies of the University. The access I am requesting is for my use in performing my job duties and responsibilities. I agree that my user ID and password will not be shared, and I am responsible for any accesses logged against my account. In using my access to University systems, I will follow University policies and procedures. I understand that misuse will result in revocation of my access without notice and may be subject to legal action.

User's Signature: _____

Print User's Name: _____

Date: _____