|  |  |
| --- | --- |
|  | TEACHERS COLLEGE, COLUMBIA UNIVERSITY  Teachers College Information Technology  APPLICATION FOR BANNER ACCOUNT |
| **Instructions:** 1) Read and sign policy statement. 2) Complete all information. 3) Bring this application to the TCIT Service Desk in Grace Dodge 70 or go to tc.service-now.com and submit an Incident with this application attached. | |

|  |  |  |
| --- | --- | --- |
| **Applicant Section:**  I understand that this administrative office staff account is assigned to me at the request of the Department Head to be used only in connection with my assigned duties as an employee of the College and may be revoked without notice upon the request of this administrator. I understand and accept the following terms and conditions:   * I am aware that passwords are the first line of security on BANNER. I agree not to reveal my password nor allow anyone to use the account assigned to me. I am responsible for any changes made to the database under my user name. * I agree to abide by the Family Education Rights and Privacy Act of 1974 (FERPA) regulations. Under this act, information about current and former TC students is legally designated as private. I agree to refer *all outside requests* for student information to the Office of the Registrar, unless I have been authorized by the Registrar to release pre-designated information. * I must maintain the confidentiality of any and all data that I retrieve from BANNER in the course of my job duties, including data that I use for reporting purposes or in other software products. * Access to administrative data will be determined by the requirements of my job, and therefore I am only authorized to retrieve this data on a “need to know” basis. * I agree to comply with all College policies on security, computer access, confidentiality of data, data entry standards, and data integrity.   I am aware that any violation of these policies may lead to the immediate suspension of my computer privileges. I understand that unauthorized release of sensitive or restricted information is a breach of data security and may be cause for disciplinary action, which could include dismissal.  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **LAST First M.I.** | | TC ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Box No.:\_\_\_\_\_\_\_** | **Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Dept. Head Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Last First M.I.** | | **Extension:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department Head Section:** I authorize a user id or the changes listed for the above person. I understand that it is my responsibility to inform TCIT when there is a change in the applicant’s employment status.  **Access privileges should be similar to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Last First M.I.  **Please note BUDGET/GRANT access is a TWO step process.**   1. Once the Banner account has been created, the user will be notified of their Login ID and password. 2. For Budget access, complete the Request for Index Access Form available at <https://www.tc.columbia.edu/budget/forms/> and email it to [budget@tc.columbia.edu](mailto:budget@tc.columbia.edu). 3. For Grants access, email [grantsoffice@tc.columbia.edu](mailto:grantsoffice@tc.columbia.edu) with the Index #. | | | | | |
|  | |  | |  | |
| **\_\_\_ Check here for Budget Access:** | | **\_\_\_ Check here for Grants Access:** | | **\_\_\_Check here for Student Forms:** | |
| \* See note above. | | \*See note above. | | NOTE: Send e-mail to Megan Massaro for approval to access these forms. | |
| **DEPT. HEAD SIGNATURE:** | | | | **DATE:** | |
|  | | | | | |
| **For Banner Liaison use only: Special access privileges** for this user should be granted for the following security classes (Check the department and write the classes in the space provided) : | | | | | |
| **\_\_\_ Admissions** | **\_\_\_Alumni/Dev** | **\_\_\_Finance** | **\_\_\_Financial Aid** | **\_\_HR/Personnel** | **\_\_\_Registrar** |
| **Banner Liaison Signature:** | | | | **Date:** | |

|  |  |  |
| --- | --- | --- |
| **For TCIT use only:** Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Test: \_\_ Prod: \_\_ SQL: \_\_ |
| Installed by: User Notified: UNIX Group: | | |