

BANNER DIRECT DATABASE TABLE ACCESS FORM

BALL STATE UNIVERSITY INFORMATION SECURITY SERVICES

This form is used for requesting access to various modules within Banner. Questions regarding the use of this form should be directed to the Information Security Services team at oiss@bsu.edu.

NOTICE

Use of this account is subject to the university Information Technology Users' Privileges and Responsibilities policy available at: <http://cms.bsu.edu/About/AdministrativeOffices/InformationTechnology/Policy.aspx>. Violations of this policy will result in the immediate termination of access. The requestor must be aware and follow the special notes and guidelines.

- a) Only read access will be granted
- b) Access to social security numbers will not be permitted
- c) Programmatic access by applications (such as Microsoft Access) will not be permitted
- d) Data may not be exported for use in other systems
- e) Functional reporting (such as to external entities) must occur through supported reporting platforms (i.e., Argos)
- f) To insure system integrity, limited system resources will be allotted
- g) Separate accounts will be created and granted this access, thus separating out user access from system level access
- h) Accounts will be subject to system and query level auditing
- i) Accounts will be subject to semiannual security review and renewal
- j) Notification must be made as soon as access is no longer required so that these separate accounts can be removed
- k) There is no guarantee of availability to this direct access methodology

REQUESTOR

First Name

Last Name

BSU ID

E-mail Address

Phone

ACCESS REQUESTED TO MODULE(S)

HR/Payroll _____ Student _____ Financial Aid _____ Finance _____

UNIVERSITY APPROVAL

By signing below, I certify the requestor's information above is correct. I approve and authorize the module access under the provisions listed above.

Unit Head Approval

Date mm/dd/yyyy

Data Steward Approval

Date mm/dd/yyyy

Security Approval

Date mm/dd/yyyy

Final Approval (VP of IT)

Date mm/dd/yyyy

Route Completed Form to Information Security Services
Internal Use Only

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Completed

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