

Yale University
Student Financial and Administrative Services

Please FAX requests to 2-2787.

Request for Access to Banner Student System

Note: This request must be signed by a Departmental Administrator or authorized by SFAS.
 A complete application must include the hardware and software information on page 2 AND the signed Acceptance of Responsibility statement.

A. Need for Access

1) Identify the employee for whom access to the Banner Student System is requested.

Name (please print) _____ Phone _____
 Title _____ Building _____
 Department _____ Room No. _____
 Net ID _____ Fax _____ Email Address _____

2) Please explain the duties of the person and why Banner access is needed.

3) Is this person replacing an employee who had access to Banner? Yes No
 Is Yes, who? _____ NetID _____
 Did the person leave this position for another at Yale? Yes No
 Should access to Banner be deleted for the person who left? Yes No
 If yes, immediately or future date _____?

B. Access to Banner Data

Copy access of _____ NetID _____

For which School or Schools (name, not budgetary unit)? _____

Will you use BrioQuery to access Banner data?	<input type="radio"/> Never	<input type="radio"/> Sometimes	<input type="radio"/> Use <u>only</u> Brio
For the categories of data:	Read only	Write	Read only Write
Address & phone number	<input type="radio"/>	<input type="radio"/>	Academic record <input type="radio"/> <input type="radio"/>
Biographical/demographic data	<input type="radio"/>	<input type="radio"/>	Student accounts <input type="radio"/> <input type="radio"/>
Enrollment & degree information	<input type="radio"/>	<input type="radio"/>	Admissions <input type="radio"/> <input type="radio"/>
Other _____	<input type="radio"/>	<input type="radio"/>	Financial Aid <input type="radio"/> <input type="radio"/>

Will this person run transcripts?	<input type="radio"/> Yes <input type="radio"/> No	Yale College Academic Record?	<input type="radio"/> Yes <input type="radio"/> No
tapeloads?	<input type="radio"/> Yes <input type="radio"/> No	Web application downloads?	<input type="radio"/> Yes <input type="radio"/> No
Imaging?	<input type="radio"/> Yes <input type="radio"/> No	Workflow?	<input type="radio"/> Yes <input type="radio"/> No

Departmental Authorization:

Name & Title of Authorizer (please print) _____
 Email: _____ Phone: _____
 Signature of Authorizer _____ Date _____

To be completed by SFAS:

SFAS Approval _____ Date _____ Forwarded _____

C. Hardware and Software Configuration

1. Kind of computer

PC Compatible

YAD/MAD [Yale/Medical Area Administrative Desktop]

Other: _____

Macintosh

Model: _____

NOTE: You must have YAMS (Yale Administrative Menu System) to access Banner.

Acceptance of Responsibility Regarding Confidentiality

I understand my acceptance of access to the Banner Student System signifies I accept the responsibility for complying with Yale's Policy for the Release of Student Information. I have read the section of the Yale University Policy Statement on Student Records (Buckley Amendment) pertaining to disclosure of information (see separate document). By my signature below, I understand and agree to preserve the security and confidentiality of information I access.

I understand that when my need to access student information differs from that stated in this Access Request document, I will inform the Office of Student Financial and Administrative Services.

Students are not allowed to have access to the Banner Student System except to the extent that they can view and update their own records via the web-based Student Information System. I understand I am responsible for the security of my password. I understand I am responsible for actions taken and work performed under my User ID and I should not allow others to do work in Banner under my User ID.

Signature of Yale Employee

Date