

# BANNER & UNIX ACCOUNT APPLICATION FOR EMPLOYEES

Please save the form to your computer first, and then fill it out using Adobe Acrobat Reader.

Your request must be approved by your supervisor, and by the department data steward for the particular banner module access. After completing the form, please email the form completed to [itsecuritygroup@tsu.edu](mailto:itsecuritygroup@tsu.edu) to process your request.

## Applicant Information

|                           |                          |                       |
|---------------------------|--------------------------|-----------------------|
| <input type="text"/>      | <input type="text"/>     | <input type="text"/>  |
| <i>Last Name</i>          | <i>First Name</i>        | <i>Middle Initial</i> |
| <input type="text"/>      | <input type="text"/>     |                       |
| <i>Employee ID Number</i> | <i>Title</i>             |                       |
| <input type="text"/>      | <input type="text"/>     | <input type="text"/>  |
| <i>Department</i>         | <i>Building and Room</i> | <i>Extension</i>      |
| <input type="text"/>      |                          |                       |
| <i>TSU Email Address</i>  |                          |                       |

### Employee Type (Check all that apply)

|                                  |                                |                                               |                                         |
|----------------------------------|--------------------------------|-----------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Staff | <input type="checkbox"/> Temporary/Contractor | <input type="checkbox"/> Student Worker |
|----------------------------------|--------------------------------|-----------------------------------------------|-----------------------------------------|

## Account Information

### Check all that apply.

|                                                                                            |                                                                                               |                                                                                        |                                                                                           |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> New Banner Access<br><i>Create a Banner account for the user.</i> | <input type="checkbox"/> Change Banner Access<br><i>Change a Banner account for the user.</i> | <input type="checkbox"/> New Unix Access<br><i>Create a UNIX account for the user.</i> | <input type="checkbox"/> Change UNIX Access<br><i>Create a UNIX account for the user.</i> |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|

If you are requesting a change to an existing account, please provide your current Banner User ID.

|                       |
|-----------------------|
| <input type="text"/>  |
| <i>Banner User ID</i> |

## Module Access Information

### Check all that apply.

|                                                                                                                                                                                                  |                                                                                                                                                                                                       |                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Alumni<br><i>The Alumni module contains data and processes related to alumni management and alumni giving.</i>                                                          | <input type="checkbox"/> Financial Aid<br><i>The Financial Aid module contains data and processes related to student financial aid, such as need analysis, disbursement, student employment, etc.</i> | <input type="checkbox"/> Human Resources<br><i>The Human Resources module contains data and processes related to human resource management.</i>                                                                                  |
| <input type="checkbox"/> Finance<br><i>The Finance module contains data and processes related to general ledger, operations, accounts payable, accounts receivable, budget, purchasing, etc.</i> | <input type="checkbox"/> General<br><i>The General module contains data and processes related to general Banner functions, such as job submission, population selection, web controls, etc.</i>       | <input type="checkbox"/> Student<br><i>The Student module contains data and processes related to students, such as recruitment, admission, course catalog, course schedule, registration, academic history, curriculum, etc.</i> |

Please note that Access to any Banner module must be approved by the module owner. For more information, see "Module Owners' Approval" on page 3 of this application.

## Confidentiality Agreement

The following confidentiality agreement apply to all requests:

I understand that while performing certain assignments, I may come into contact with confidential and proprietary personal information regarding Texas Southern University and/or its employees, students or regents. I understand that it is important to safeguard the confidentiality of this information and therefore agree as follows:

### 1. Confidential Information

I agree that both during and after my employment at Texas Southern University:

- 1.1. I shall keep secret all confidential and proprietary information and not reveal or disclose it to anyone unless required by my supervisor or a University official to do so.
- 1.2. I shall not make use of any of such confidential and proprietary information for my own purposes or for the benefit of anyone other than the University; and
- 1.3. I shall deliver promptly to the University, upon completion of the assignment, any documents (and all copies thereof) constituting or relating to such confidential and proprietary information, which I may have in my possession.

### 2. Enforcement

I acknowledge and agree that any breach of this Agreement by me will cause harm to the University and/or its employees, students or regents. I agree that if I commit a breach of any of the provisions of this Agreement, the University shall have the right to take disciplinary action against me and to otherwise enforce this Agreement.

## Applicant Signature

By signing below, you indicate that you understand and agree to the Confidentiality Agreement stated above:

Signature:

Printed Name:

Date:

## Supervisor Signature

Signature:

Printed Name:

Date:

## Module Owners' Approval

Access to any Banner module must be approved by the module's owner.

|                          |                                                                                                     |       |                      |
|--------------------------|-----------------------------------------------------------------------------------------------------|-------|----------------------|
| Module:                  | <b>Alumni (Isoke Frank-Williams, Isoke.Williams@tsu.edu/Connie Cochran, Connie.Cochran@tsu.edu)</b> |       |                      |
| Signature:               | <input type="text"/>                                                                                |       |                      |
| Printed Name:            | <input type="text"/>                                                                                | Date: | <input type="text"/> |
| Approved Access Role(s): | <input type="text"/>                                                                                |       |                      |

|                          |                                                           |       |                      |
|--------------------------|-----------------------------------------------------------|-------|----------------------|
| Module:                  | <b>Finance (Paula Stapleton, paula.stapleton@tsu.edu)</b> |       |                      |
| Signature:               | <input type="text"/>                                      |       |                      |
| Printed Name:            | <input type="text"/>                                      | Date: | <input type="text"/> |
| Approved Access Role(s): | <input type="text"/>                                      |       |                      |

|                          |                                                               |       |                      |
|--------------------------|---------------------------------------------------------------|-------|----------------------|
| Module:                  | <b>Financial Aid (Latisha Marion, latisha.marion@tsu.edu)</b> |       |                      |
| Signature:               | <input type="text"/>                                          |       |                      |
| Printed Name:            | <input type="text"/>                                          | Date: | <input type="text"/> |
| Approved Access Role(s): | <input type="text"/>                                          |       |                      |

|                          |                                                                |       |                      |
|--------------------------|----------------------------------------------------------------|-------|----------------------|
| Module:                  | <b>Student Accounting (Errol Thomas, errol.thomas@tsu.edu)</b> |       |                      |
| Signature:               | <input type="text"/>                                           |       |                      |
| Printed Name:            | <input type="text"/>                                           | Date: | <input type="text"/> |
| Approved Access Role(s): | <input type="text"/>                                           |       |                      |

|                          |                                                                 |       |                      |
|--------------------------|-----------------------------------------------------------------|-------|----------------------|
| Module:                  | <b>Human Resources (Stacie Hawkins, stacie.hawkins@tsu.edu)</b> |       |                      |
| Signature:               | <input type="text"/>                                            |       |                      |
| Printed Name:            | <input type="text"/>                                            | Date: | <input type="text"/> |
| Approved Access Role(s): | <input type="text"/>                                            |       |                      |

|                          |                                                                   |       |                      |
|--------------------------|-------------------------------------------------------------------|-------|----------------------|
| Module:                  | <b>Student (Needha Boutte-Queen, needha.boutte-queen@tsu.edu)</b> |       |                      |
| Signature:               | <input type="text"/>                                              |       |                      |
| Printed Name:            | <input type="text"/>                                              | Date: | <input type="text"/> |
| Approved Access Role(s): | <input type="text"/>                                              |       |                      |

## Office of Information Technology Use Only

Received By:

Received Date:

Received Time:

Completion Date:

Completion Time:

Completed By:

Applicant Notified:

Assigned Banner User ID:

Temporary Password: