BANNER & UNIX ACCOUNT APPLICATION FOR EMPLOYEES

Please save the form to your computer first, and then fill it out using Adobe Acrobat Reader. Click here for more instructions on how to complete the fillable PDF form.
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 to process your request.

Applicant Information

Last Name	*First Name*	*Middle Initial*

Employee ID Number	*Title*

Department	*Building and Room*	*Extension*

TSU Email Address

Employee Type (Check all that apply)

☐ Faculty   ☐ Staff   ☐ Temporary/Contractor   ☐ Student Worker

Account Information

Check all that apply.

☐ New Banner Access
Create a Banner account for the user.

☐ Change Banner Access
Change a Banner account for the user.

☐ New Unix Access
Create a UNIX account for the user.

☐ Change UNIX Access
Create a UNIX account for the user.

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

Banner User ID

Module Access Information

Check all that apply.

☐ Alumni
The Alumni module contains data and processes related to alumni management and alumni giving.

☐ Financial Aid
The Financial Aid module contains data and processes related to student financial aid, such as need analysis, disbursement, student employment, etc.

☐ Human Resources
The Human Resources module contains data and processes related to human resource management.

☐ Finance
The Finance module contains data and processes related to general ledger, operations, accounts payable, accounts receivable, budget, purchasing, etc.

☐ General
The General module contains data and processes related to general Banner functions, such as job submission, population selection, web controls, etc.

☐ Student
The Student module contains data and processes related to students, such as recruitment, admission, course catalog, course schedule, registration, academic history, curriculum, etc.

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:	**Alumni (Isoke Frank-Williams, Isoke.Williams@tsu.edu/Connie Cochran, Connie.Cochran@tsu.edu)**
Signature:	
Printed Name:	Date:
Approved Access Role(s):	

Module:	**Finance (Bobbie Phelps, Bobbie.Phelps@tsu.edu)**
Signature:	
Printed Name:	Date:
Approved Access Role(s):	

Module:	**Financial Aid (Latisha Addison, latisha.addison@tsu.edu)**
Signature:	
Printed Name:	Date:
Approved Access Role(s):	

Module:	**Student Accounting (Errol Thomas, errol.thomas@tsu.edu)**
Signature:	
Printed Name:	Date:
Approved Access Role(s):	

Module:	**Human Resources (Stacie Hawkins, stacie.hawkins@tsu.edu)**
Signature:	
Printed Name:	Date:
Approved Access Role(s):	

Module:	**Student**(Brian Armstrong, brian.armstrong@ tsu.edu)
Signature:	
Printed Name:	Date:
Approved Access Role(s):	

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: