

# Prairie View A&M University Banner Data Security Request Form

**Section 1 – General Access Request**

User Name: \_\_\_\_\_ User ID (Email) \_\_\_\_\_

Title \_\_\_\_\_ **Select Position Type:** \_\_\_\_\_ End date of Temporary Hire: \_\_\_\_\_  
 Permanent  Temporary

College/Division \_\_\_\_\_ Dept. \_\_\_\_\_

Access Request:  Add  Delete  Suspend  Change

Internet Native Banner Request  PROD  TEST

Banner Panthertracks Request  PROD  TEST

**Section 2 – INB Role Access Request** (Note access to Banner INB is given based upon employee status and duty assignment. Based upon these assignments access to appropriate forms and actions in Banner are then assigned.)

Select only one role from the appropriate column below:

Academic	Student Receivables	Financial Aid	Recruitment
<input type="checkbox"/> Dean or Admin Asst	<input type="checkbox"/> Manager	<input type="checkbox"/> Director	<input type="checkbox"/> Administrator
<input type="checkbox"/> Dept. Head or Admin Asst	<input type="checkbox"/> Staff Acct	<input type="checkbox"/> Associate Director	<input type="checkbox"/> Admn Asst
<input type="checkbox"/> Program Crdntr	<input type="checkbox"/> Staff Acct Special	<input type="checkbox"/> Manager	<input type="checkbox"/> Orientation
<input type="checkbox"/> UC Advisor	<input type="checkbox"/> Cashier Supervisor	<input type="checkbox"/> Counselor	<input type="checkbox"/> Recruiter
<input type="checkbox"/> TSI Admin.	<input type="checkbox"/> Cashier	<input type="checkbox"/> Data Assistant I	<input type="checkbox"/> College Recruiter
<input type="checkbox"/> TSI Asst	<input type="checkbox"/> Auxiliary Mgmt	<input type="checkbox"/> Data Assistant II	
<input type="checkbox"/> TSI Query	<input type="checkbox"/> Auxiliary – Meal Plans	<input type="checkbox"/> OSP	
<input type="checkbox"/> Registrar	<input type="checkbox"/> Auxiliary - Parking		<b>UG Admissions/ GR School</b>
<input type="checkbox"/> Associate Registrar	<input type="checkbox"/> Auxiliary – Housing	<b>Student Employment</b>	<input type="checkbox"/> Director
<input type="checkbox"/> Assistant Registrar	<input type="checkbox"/> Auxiliary - Health	<input type="checkbox"/> Director	<input type="checkbox"/> HR International
<input type="checkbox"/> Reg Staff Asst -Transcript	<input type="checkbox"/> Auxiliary – DPS	<input type="checkbox"/> Manager	<input type="checkbox"/> Intrntl Specialist
<input type="checkbox"/> Reg Staff Asst –Trans/Grade	<input type="checkbox"/> Compliance	<input type="checkbox"/> Analyst	<input type="checkbox"/> Veteran’s Rep.
<input type="checkbox"/> Reg Staff Asst-Registration			<input type="checkbox"/> UG Counselor
<input type="checkbox"/> Reg Staff Asst - Query	<b>Advancement/Alumni</b>	<b>Institutional Research</b>	<input type="checkbox"/> UG Clerical
<input type="checkbox"/> Reg Technical/Reporting	<input type="checkbox"/> Grant Program Admin	<input type="checkbox"/> Administrator	<input type="checkbox"/> GR Clerical
<input type="checkbox"/> Athletic Compliance	<input type="checkbox"/> Grant Program Crdntr	<input type="checkbox"/> Research Asst	<input type="checkbox"/> Articulation Admin.
<input type="checkbox"/> Athletic Advisement	<input type="checkbox"/> Grant Program Sec	<input type="checkbox"/> Data Technician	<input type="checkbox"/> Articulation Asst.
<input type="checkbox"/> Student Affairs	<input type="checkbox"/> Alumni Resource Spec		<input type="checkbox"/> ATCP
			<b>Other</b>
			<input type="checkbox"/> Facilities

**Section 3 – Comments**

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**Section 4 – Approvals**

Approved  Disapproved  Approved  Disapproved

\_\_\_\_\_  
User’s Supervisor Date

\_\_\_\_\_  
University’s Data Security Officer Date

Approved  Disapproved

Input

\_\_\_\_\_  
Information Resource Supervisor Date

\_\_\_\_\_  
ITS Data Security Officer Date

FERPA \_\_\_\_\_ Signed Security Agreement \_\_\_\_\_

## University Data Security Officers

<b>Roles</b>	<b>Main</b>	<b>Back-Up</b>
Academic	Deborah Dungey	Tina Montgomery
Student Recievables	Marilyn Maynard	Equilla Jackson
Advancement/Alumni	Sue Sampleton	Edie Charlot
Financial Aid	Mark Deaver	Carlos Clark
Student Employment	Lason Hines	Lisa Dorris
Institutional Research	Dean Williamson	Ruby Stevenson
Recruitment	Pamela Freeman	Mark Pearson
UG Admission	Mary Gooch	Mark Pearson
GR School	Sheila Williams	William Parker

In the comments section, note any Fine Grained Access requirements such as the ability to see SSN, add/remove holds, add test score, etc.

Note: Banner INB or Panthertracks access is not granted to student workers – undergraduate or graduate. Banner Panthertracks access may be granted to a graduate assistant with teaching duties.

Employees requesting access should provide documentation of Information Security Awareness and FERPA training through HR Connect. Banner Security request forms must also be accompanied by a current Information Security Agreement form.