



TEXAS A&M

HEALTH SCIENCE CENTER

BANNER SYSTEM ACCESS REQUEST

Instructions

- The Banner Student System Access Request form is to be completed for all Banner access changes, including requests for new user accounts, changes to access under existing accounts, and account deletions.
• For new accounts and changes to existing accounts, portions of the form must be completed by the individual who is requesting access to the Banner student system, the user's supervisor and the Banner Security Administrator.
• You must have an HSC e-mail account in order to obtain Banner access. Communications from the Office of the Registrar and the Banner Security Administrator about your request will be sent to this email account.
• Read carefully the HSC Code of Responsibility for Security and Confidentiality of Records and Files. If you understand and agree to everything in the statement, sign and date the form on the APPLICANT'S SIGNATURE line. Have your supervisor sign the form.
• Complete the Texas A&M System FERPA training. Attach either the confirmation e-mail, or your TrainTraq transcript verifying completion of the course.
• After completing the steps above, submit the form to the Office of the Registrar.

Name: _____ ID: _____ Telephone: _____

Department: _____ Job Title: _____

Reason for Access Request: _____

STUDENT

- Q - General Person-SPAIDEN
 Q - Application-SAAADMS
 Q - Application Summary -SAASUMI
 Q - Admissions Decision-SAADCRV
 Q - Admissions Supplemental-SOASUPL
 Q - Admissions-Previous College-SOAPCOL

- Q - General Student Record-SGASTDN
 Q - Admissions Testing Record-SOATEST
 Q - Student Holds-SOAHOLD
 Q - Student Completed Courses-SHACRSE
 Q - Student Term Record-SHATERM
 Q - Application Summary -SAASUMI

REGISTRAR

- M - Catalog-SCACRSE
 M - Grade Entry-SFASLST
 M - Schedule-SSASECT
 M - Super User

FINANCIAL AID

- M-Executive Director
 M-Director
 M-Assistant Dir
 M-Counselors
 Q-Executive Director
 Q-Director
 Q-Assistant Dir
 Q-Counselors

SELF-SERVICE

- M - Faculty Grade Entry-SFASLST
 Q - Faculty Advisor
 Q - Staff

STUDENT BUSINESS SERVICES

- Q - Student Accounts
 Q - Student Records
 Q - Accounts Payable
 Q - Financial System Menu

HSC Code of Responsibility for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all University employees and to all other persons who have access to administrative records, education records, reports, or any other confidential or privileged documents or information. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential or privileged information is expected to adhere to the regulations stated below. Any person who has access to administrative records, education records, reports, or any other confidential or privileged documents or information, may not:

- Reveal the content of any record or report to anyone, except in the proper conduct of his or her work assignments and in accordance with University policies and procedures.
- Make or allow any unauthorized use of information.
- Include false, inaccurate or misleading entry in any report or record.
- Expunge a data record or a data entry from any record, report or file.
- Share individual passwords with any other person.
- Seek personal benefit or allow others to personally benefit from the knowledge of any confidential or privileged documents or information.
- Remove any original or copy of an administrative record, education record, report, or any other confidential or privileged document, from the office where it is maintained, except in the performance of official duties and as authorized by law.

Any knowledge of a violation of this code must be reported **immediately** to the violator's supervisor. Violations may lead to disciplinary action, including dismissal. Violations may also lead to criminal and civil liability.

Your signature below indicates that you have read, understand, and will comply with the above Code of Responsibility for Security and Confidentiality of Records and Files. This agreement shall be effective when signed below or in counterpart, photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

(Your signature)

(Printed name)

(Date)

(Signature of Supervising Official
Requesting Access to TAMHSC Banner)

(Printed name)

(Date)

I agree that the employee has an academic/administrative need to access Banner, and I will notify the Office of the Registrar in writing should the employee resign, transfer or be terminated, or the need for this access no longer exists.

Approved: _____

(Signature of TAMHSC Dean/Department head) (Printed name)

(Date)

Return completed form to the Office of the Registrar, MS 1266.

Office of Information Technology Use Only

Username: _____ Completed by: _____ Date: _____

Notes: