

**Columbus State University**  
**Banner/SIS Access Form**  
*Revised 03/31/2017*

Banner/SIS is the Student Information and Financial Aid system adopted by the University System of Georgia and its institutions. Modules include recruiting, admissions, advising, course scheduling, registrations, tuition and fee payments, grading, housing, and financial aid applications, awards and disbursements.

The purpose of this form and agreement is to ensure that users are aware of, and agree to, the responsibility of having access to critical student data within the CSU Banner/SIS system that requires a commitment of confidentiality to protect student's privacy. Unless there is a proper and appropriate request, unauthorized disclosure of this information could create legal liability and loss of public confidence in the University.

In addition, the undersigned will have access to student educational records or to personally identifiable student information, the disclosure of which is governed and restricted by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).

**Employee Information:**

Name (Print) \_\_\_\_\_ CSU ID# /909# \_\_\_\_\_

Dept. \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Description of access to Banner/SIS:  Banner  SIS

*(type your information in the text field below)*

Check here if Department Transfer:       Check here if a Student Employee:

It is your responsibility as requester to review the University's policy of release of student information and receive authorizations necessary to use the system before receiving a Banner account. The primary purpose of access to student records is for advisement, counseling, registration, and monitoring progress toward graduation.

**When the supervisor authorizes this request for on-line access to the student information system, he/she assumes the responsibility to provide information about FERPA, to monitor staff use of the information, any misuse of data or policy and to request cancellation of the access if the faculty or staff member resigns his/her responsibilities in that office/department.**

CSU Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

UITs CISO or VP/CIO Signature: \_\_\_\_\_ Date \_\_\_\_\_

Banner Security Administrator Signature: \_\_\_\_\_

Banner Access Granted Date: \_\_\_\_\_