

# MSU BANNER FACULTY WEB ACCESS REQUEST FORM RETURN TO REGISTRAR'S OFFICE -279 GARNER HALL

## USER INFORMATION

(ATTACH A PHOTOCOPY OF YOUR UNIVERSITY ID CARD TO THIS REQUEST)

Name: \_\_\_\_\_ Campus: \_\_\_\_\_ Telephone: \_\_\_\_\_

MSU ID Number: \_\_\_\_\_ Birthday (MM/DD/YY): \_\_\_\_\_

Department: \_\_\_\_\_ Access Effective Date: \_\_\_\_\_

Access Expiration date (to revoke access): \_\_\_\_\_

## USER TYPES

### CHECK USER TYPE DESIRED BELOW - **CHECK ONLY ONE BOX**

- Instructional Faculty: Granted access by Departmental Chair. Has general and restricted access. Restricted access limited to assigned courses.
- Departmental User: Granted access by Department Chair. Has full general and restricted access.
- General Academic User: Granted Access by VP, Dean, Director or Chair. Has general access.

## REQUIRED USER & APPROVAL SIGNATURES

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

**\*To ensure proper identification, please attach a copy of your Faculty/Staff card to this form. Questions ??? 5-8293**

**Approval:**

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

---

### INTERNAL USE ONLY

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned User Classes \_\_\_\_\_

---

### STATEMENT OF UNDERSTANDING FOR ALL BANNER WEB USERS

1. I agree that access to the Banner Web for Student/Faculty System and its data shall be used for authorized University business only. I agree that I am responsible for the proper use of the information to which I have access and that I will share this information with others only as required by my assigned duties.
2. I understand that unauthorized activity, to include use for monetary gain, jeopardizing legitimate use, providing resources or information to unauthorized persons, or conducting illegal activities, may result in disciplinary action and/or prosecution under the scope of applicable laws.
3. I agree that I am the only authorized user of the assigned Banner Web for Student/Faculty user ID (account) and that I will maintain the confidentiality of my password(s) and PIN(s) to protect against the deliberate or accidental use of my account by others.

### STATEMENT OF USE OF STUDENT DATA:

**The information available through the Banner System is, by law as well as University policy, confidential, and may not be used by anyone except as officially authorized.**

I accept responsibility for the appropriate use of student data provided by this system, and to that end, I agree to adhere to the following guidelines:

Student information made available through this system will be used only for student academic advising or to support the internal college, school, or departmental functions. The system is not designed or intended to support research; therefore, it should not be used as a database for research projects whether requested internally or externally. Such data must be obtained from the Registrar's Office or from the Office of Planning, Evaluation, & Institutional Effectiveness, as appropriate.

All requests for verification of student records or other student data from Mississippi State University units with no academic advising, faculty responsibilities, or administrative student support responsibilities, and therefore no direct access to the Banner Web for Student/Faculty system, must be referred to the Registrar's Office. Any such requests from individuals or agencies outside the University must also be referred to the Registrar's Office.

**If the student is unknown to the Web user, request to see the student's ID before releasing or discussing any information with the student.**

**If a student's record flashes \*\*\*CONFIDENTIAL\*\*\* DO NOT release information to anyone. This student has requested that their information not be released under FERPA guidelines.**