

Banner Finance Functional User Access Request

To obtain access to the Banner Finance module at the University of North Carolina at Asheville (UNCA), you must **1)** be a current employee of UNCA as verified by Human Resources and **2)** have attended Banner Navigation Training. If you need navigation training, please contact Adrienne Oliver (aoliver@unca.edu) to register.

If you are a current employee and have attended Banner Navigation Training, please print this form and fill it out completely. Obtain the necessary signatures and send it to:

Andrea Jackson
Accountant
Finance Office
211G Phillips Hall, CPO # 1422

Date Banner Navigation Training Completed: _____
(not required for Bulldog Buyways or One Port Reports access) (month/year)

Personal User Information:

Last Name: _____ First Name: _____

E-mail Username: _____ UNCA ID#: _____

Campus CPO#: _____ Campus phone: _____

Department/Area: _____ Job Title: _____

Action Requested by User:

_____ **New Banner Finance Account** _____ **Modify Existing Banner Account Access (due to job change, etc.)**

Access to the information requested is necessary to perform the official duties of my position. I understand that access to the information system I have requested may contain some confidential information which is protected by the Family Educational Rights and Privacy Act of 1974 and the Gramm-Leach-Bliley Act of 1999. In accordance with these Acts and University policy, I understand that unauthorized access or release of confidential information is prohibited by law and may result in disciplinary action. I also understand that sharing access to the financial information system is strictly forbidden.

Please answer ALL of the following questions:

1) Are you a Temporary Employee(Y/N)? _____ If yes, please include expiration date for temp employment. _____

2) Do you need to access Banner to view budget, revenue or expense activity for any funds(Y/N)? _____

3) Do you need the ability to purchase through Bulldog Buyway(Y/N)? _____

4) Please specify all fund numbers that you will need to view or use to purchase: _____

5) Do you need access to Student Accounts Receivable(Y/N)? _____ If yes, please specify why you need this access: _____

Contractual Agreement:

By signing this form:

- 1) I agree to maintain all information which I may encounter as a result of my employment at UNC-Asheville in accordance with university policy and as it relates to the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, also known as FERPA), and the Gramm-Leach-Bliley Act of 1999;
- 2) I understand that unauthorized access or release of confidential information is prohibited by law and may result in disciplinary action.
- 3) I also understand that sharing access to the financial information system is strictly forbidden.

Printed Name: _____

Signature: _____ Date: _____

Departmental Authorization: (Direct Supervisor, Fund Manager):

The information access requested above is necessary for this employee to perform official duties of his or her position. I will ensure that when this access is no longer required, I will notify the Finance Data Manager that the access should be canceled.

Fund Manager Printed Name: _____

Fund Manager Signature: _____ Date: _____

Direct Supervisor Printed Name: _____

Direct Supervisor Signature: _____ Date: _____

Finance Data Manager/IT Services:

Access Authorized: Budget Query Class (Y/N) _____ Requisition Entry Class (Y/N) _____

Student Accounts Receivable (Y/N) _____

Other Class(specify) _____

Fund Numbers: _____

Organization Numbers: _____

Data Manager signature: _____ Date: _____

Date user notified of access: _____ Date access removed: _____