

NORTH CAROLINA CENTRAL UNIVERSITY
BANNER INB FUND-ORG AND EAGLE'S PURCH ACCESS FORM

Access to Banner and Eagle's Purch is restricted to campus users with a legitimate business need.

1. Banner Fund-Org access can be Inquiry Only (Q), Both Requisition/Inquiry (B) or Delete Access. Persons who approve requisitions for a Fund-Org can only have Inquiry Only (Q) access to the Fund-Org in Banner.
2. Eagle's Purch roles: Approvers receive notifications of, and have access to approve, purchasing requisitions for the Fund-Org. Requestors have access to submit requisitions in Eagle's Purch. A user may have one role, or the other, but not both.

To obtain Banner INB Fund-Org and/or Eagle's Purch Access:

1. Complete the Request Form (page 2) and Confidentiality Statement (page 3), sign the forms with your digital signature, and submit to the next level of approval: User → Supervisor → Fund-Org Principal Investigator (PI)/Responsible Person for Budget → Comptroller (use the "submit to Comptr." button) → ITS.
2. Note: for State and most Trust funds, no one individual owns the fund. Therefore, the owner of the organization budget must approve. The Budget Office or Contracts & Grants Office have these on file.
3. The Confidentiality Statement (page 3) only needs to be submitted once for each user.

PDF Digital Signatures:

1. The form must be completed electronically and routed for digital signatures via e-mail.
2. The first time you electronically sign a PDF file, you will need to create a digital signature, as follows:
 - Click in the digital signature field you want to sign.
 - Select "I want to sign this document using" → "A new digital ID I want to create now" → "New PKCS#12 digital ID file"
 - Enter your Name and E-mail → Next → (if prompted) pick a password/confirm → Finish
 - Sign Document → (if prompted) enter password → save file
 - *Note: digital signature passwords cannot be recovered – if you forget your password you will need to re-create the digital ID.*
 - *Note: disregard the "at least one signature has problems" message (i.e. signers not added in your list of trusted identities).*
3. If you have questions please contact the Help Desk at 919-530-7676.

Notices:

1. No access will be given without a completed form – e-mail and phone requests will not be accepted.
2. The form must be completed electronically and routed for digital signatures via e-mail.
3. Digital signatures must be original, no "signed for."
4. Signatories will be held responsible for security violations if they approve forms that are filled out incorrectly.
5. Users are required to change their Banner INB password upon first login. This can be done when prompted, or using the GUAPSWD form. Passwords must be at least 8 characters and contain numbers and letters. Banner accounts will be locked if inactive for 45 days.

Banner INB Fund-Org and Eagle's Purch Access Form

This form must be completed electronically, and routed for digital signatures via e-mail.

Employee Name		Date	
Job Title		Action	
AD Username		Employee Status	
Department		Org. Code	
Building		Phone	
Reason for request			

	Name / Title	Date	Signature
User			
Supervisor*			

*Supervisor Certification. I certify the user is entitled to receive access to the University's systems, and that I am responsible for notifying the ITS Security Officer when changes in the employee's access are needed or when the user's employment is terminated.

FUND-ORG Access Request:

FUND	ORG	BANNER Security Access	Eagle's Purch Fund-Org Approver ⁽¹⁾ (optional)	Signature PI/Responsible Person for Budget

⁽¹⁾ Eagle's Purch Fund-Org Approvers receive notifications of, and have access to approve, requisitions for the Fund-Org.

Eagle's Purch Requestor Role:
(optional)

One-time setup for new users who will submit
Eagle's Purch requisitions.

Comptroller and ITS Approvals / Signatures:

	Name / Title	Date	Signature
Comptroller			
ITS Security Officer			
Security Approval			

NORTH CAROLINA CENTRAL UNIVERSITY
REQUEST FOR ACCESS TO THE BANNER SYSTEM

User Name: _____

Confidentiality Statement

The privacy of student information held by the University is protected by federal law, the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). The North Carolina Central University Privacy Policy also governs use of student information. Personally identifiable student information should be used with discretion by University employees in carrying out the functions of their jobs. Policies on the use of student information may be obtained from the Office of the Registrar.

Student information, other than directory information, may not be released to a third party without the written consent of the student. "Third parties" include other students, individuals who are not NCCU employees, and other employees without a "legitimate educational interest" in the student record. Information may be shared with other University employees in the completion of work. Non-directory items may not be shared with the parents of a student, except under certain conditions.

"Directory" information includes the student's name, address (local, home, permanent), telephone number, e-mail address, digitized I.D. photograph, date and place of birth, major field of study, full time or part time status, class (e.g., sophomore, junior), dates of attendance, anticipated date of graduation, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The release of Directory information is not mandated and can be limited at the University's discretion.

Students may request that directory information not be released to any party. Such requests are noted by the "Confidentiality Indicator" in the Banner system. No information should be released (including confirmation of enrollment) on students with this indicator.

Information collected from students is made available to University employees for the sole and explicit purpose of allowing them to carry out their official University functions. Any other use is prohibited. Any violation of University policy on access to student records may result in loss of security access to such records and subject the offender to appropriate disciplinary action up to and including termination and legal action.

Security and confidentiality concern all University employees. As a user of the Banner system you have access to confidential material and are expected to adhere to the security regulations stated below.

YOU MAY NOT:

- Share your Banner password with another person.
- Permit anyone to access Banner using your password.
- Allow an individual access to your computer when you are logged into Banner – each individual must utilize their own access.
- Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information that you have or they have acquired through work assignments.
- Exhibit or divulge the contents of any record or report to any person, except in the conduct of your work assignment and in accordance with University policies and procedures and Federal and State regulations.
- Knowingly include, or cause to be included, a false, inaccurate, or misleading entry in any report or file.
- Knowingly delete or cause to be deleted a data entry from any record, report or file except in the conduct of your work assignment.

Digital Signatures must be original, no "signed for".

I certify that I have completed this request fully and accurately to the best of my knowledge. I have read and agree to comply with the policies and procedures concerning the usage of the NCCU Information Systems. I understand that access to these systems is to conduct official university business and that the information that is available to me is not for personal or commercial purposes. I further understand that violation of this policy will result in immediate removal of my access privileges and may result in additional administrative or legal action.

	Name / Title	Date	Signature
User			
ITS Security Officer			

* * * **ACCOUNT(S) WILL BE LOCKED IF NOT USED FOR 45 DAYS** * * *