

Revised 8/11/09

CHATTANOOGA STATE COMMUNITY COLLEGE
BANNER INB ACCESS REQUEST

DEPARTMENT SECTION: (to be completed by departmental representative)

Employee's Full Name _____ (please print)

CSTCC Office Location: _____ Phone Extension _____

Title: _____ Department: _____

Faculty _____ Staff _____ Adjunct Faculty _____ Student _____ Vendor _____

SERVICES REQUESTED:

___ Advancement ___ Finance ___ Human Resources ___ Student ___ Financial Aid

___ Argos ___ Appworx

___ New Account ___ Modify Account ___ Remove Account _____
Account Username/Name

Temporary Contract End Date: _____

Date

Signature of Applicant's Supervisor (Director, Dean, Vice President or President)

COMPUTER SERVICES SECTION:

Admissions and Records staff for Banner Student access

Banner System Training _____ date _____

Registrar Approval _____ date _____

Business Office staff for Banner Finance access

Banner System Training _____ date _____

Asst. VP Business & Fin Approval _____ date _____

Human Resources director for Banner HR access

Banner System training _____ date _____

Human Resources Director _____ date _____

Financial Aid director for Banner FA access

Banner System training _____ date _____

Financial Aid Director _____ date _____

Computer Center Director _____ date _____

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EMPLOYEE SECTION: (to be read and completed by applicant)

FERPA/Security Statement must be signed

FERPA (Family Education Rights & Privacy Act) Acknowledgement of Responsibility

Federal requirements mandate the protection of student academic records. FERPA applies to all schools receiving funding from the Department of Education. The College's federally awarded financial aid funding could be revoked for non-compliance. Since Chattanooga State issues student loans, the Gramm-Leach-Bliley Act is applicable as well and it underscores the need to secure records and personally identifiable information of students and potential students.

As an employee of Chattanooga State Community College (or acting as an agent of the College), I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed any such confidential information gained in the course of my employment at any time. Such information includes, but is not limited to, student records to which I have access. I certify that I have read the Student Records Regulations section of the Employee Handbook , (pages 5-52 and 5-53), TBR Policy 3:02:03:00, and TBR Guideline S-020 which covers the confidentiality of student records, the improper release of information, and the improper alteration or destruction of student records. I further understand that I am responsible for reading and complying with all requirements of these procedures.

I understand that it is my responsibility to safeguard the confidentiality of education records in my possession. Access to any educational record is for the exclusive use in carrying out my responsibilities at Chattanooga State. Access is not to be shared with any other person except in the course of authorized College business.

I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action or constitute a basis for termination of employment.

I understand that this account is for business use only; I have completed the FERPA tutorial and I agree to comply with all laws and policies of the United States, State of Tennessee, TBR, TNII and CSTCC. By my signature, I have acknowledged reading the FERPA statement above and agree to its specifications.

Date

Signature of Employee/Applicant