

SAMFORD UNIVERSITY
ADDENDUM TO CONFIDENTIALITY-SECURITY AGREEMENT
ACADEMIC SERVICES – BANNER STUDENT MODULE

This is an addendum to the CONFIDENTIALITY-SECURITY AGREEMENT I signed earlier and any data made available to me as requested and authorized below will be use according to the terms and conditions of that agreement.

Please send completed form to:

CONTACT

Student Information System
 Questions

APPLICATION SECURITY LEADER

Jay Flynn, Registrar, Student Records, ext. 2732
 Michelle Joiner, Assistant Registrar-Technical Coordinator, ext 4336

Employee Name (Typed or Printed)	Title	Phone Extension
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E-mail Username (Typed or Printed)	Department or Unit
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Reasons(s) for Use:

Banner Student Module (please check one:)

- Update access to Student Data**
 Query access only to Student Data

Responsibilities will include, (please check all that apply):

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Advisor (SIAINST) | <input type="checkbox"/> Admission | <input type="checkbox"/> DegreeWorks |
| <input type="checkbox"/> Course Guardian | <input type="checkbox"/> Bursar | |
| <input type="checkbox"/> Dean & Dean’s Secretary | <input type="checkbox"/> Department Chair & Department Chair’s Secretary | |
| <input type="checkbox"/> Faculty & Faculty Secretary | <input type="checkbox"/> Housing Module | |
| <input type="checkbox"/> Student Records | <input type="checkbox"/> Argos | |

If you are replacing a former employee or need to “match” an employee’s access, please print e-mail username of that employee here:

Other responsibilities not listed above:

Employee Signature	Date	Department Head Signature	Date
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For Security Use only:

Application Security Leader Signature	Date	Approval Granted (Yes/No)
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Banner 8 Fundamentals Completed	Date
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Date FERPA Tutorial E-mail sent	Date FERPA Tutorial completed
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Security Class Assignment	Date sent to EAG Security
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