



## Banner Account Request Form

**Please print information legibly.**

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

Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Department: \_\_\_\_\_

ID Number: \_\_\_\_\_

Access to the Banner system, including its hardware, software, data and any other information obtained from it in whatever form, is subject to the following rules:

1. The College has entered into non-disclosure agreements with vendors of various computer software. Documentation materials regarding this software must not be revealed to anyone outside the College. (Including object code and source code, in the case of the technical staff)
2. All College records are confidential and you must not reveal such information except to the extent required by your job responsibilities. You should familiarize yourself with the College FERPA guidelines which describe the SMC policy with regard to confidentiality of student records.  
*<http://www.saintmarys.edu/registrar/students/privacy-of-records>*
3. All information is to be used only for institutional purposes. You must not without proper authorization utilize computer equipment or programs to gain access to, copy, or obtain for personal use or information, records or information owned or possessed by the College.
4. You must not reveal or share your password with any other person. We recommend that you change your personal password once a semester as an aid in maintaining security.

Violation of any of the above terms may subject a user to loss of Banner privileges.

I acknowledge that I have read these rules and received a copy of both Banner Access Rules and the FERPA guidelines.

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