

Application for A Goldmine/Banner Account



Applicant Section

I understand that this administrative office staff account is assigned to me at the request of the Department Head to be used only in connection with my assigned duties as an employee of UTEP and may be revoked without notice upon the request of this administrator. I understand and accept the following terms and conditions:

- I am aware that passwords are the first line of security on BIS or Goldmine/Banner. I agree not to reveal my password nor allow anyone to use the account assigned to me. I am responsible for any changes made to the database under my user name.
- I agree to abide by the Family Education Rights and Privacy Act of 1974 (FERPA) regulations. Under this act, information about current and former UTEP students is legally designated as private. I agree to refer *all outside requests* for student information to the Office of the Registrar, unless I have been authorized by the Registrar to release predesignated information. (<http://www.ed.gov/offices/OM/fpco/ferpa/>)
- I must maintain the confidentiality of any and all data that I retrieve from BIS or Goldmine/Banner in the course of my job duties, including data that I use for reporting purposes or in other software products.
- Access to administrative data will be determined by the requirements of my job, and therefore I am only authorized to retrieve this data on a "need to know" basis.
- I agree to comply with all UTEP policies on security, computer access, and confidentiality of data, data entry standards, and data integrity.

I am aware that any violation of these policies may lead to the immediate suspension of my computer privileges. I understand that unauthorized release of sensitive or restricted information is a breach of data security and may be cause for disciplinary action, which could include dismissal.

Signature: _____ Date: _____

Applicant's Name: _____ UTEP ID: _____

Job Title: _____ Extension: _____

Dept.: _____ Bldg/Room: _____

Student Faculty Staff Email Address: _____
Contact the Helpdesk at 4357 to obtain an email address

Install program on my computer: Yes No If Yes, Computer Tag # _____

Security:

Goldmine/Banner Security Database: Production Pre-Production
 Web Reports

Job Function: _____

Or Special Instructions: _____
I.E. Advisor, Financial Aid, etc. _____

Department Head Section: I authorize a user id or the changes listed for the above person. I understand that it is my responsibility to inform IT when there is a change in the applicant's employment status.

Dept. Head Signature: _____ Date: _____

Dept. Head Name (Please Print): _____

For IT use only:

Account Name: _____ Administrator Name: _____

ServiceDesk Request Number: _____

Please Fax this form to 747-6484