UNIVERSITY OF ALASKA FAIRBANKS
Administrative Access Request
(QMenu, Banner, Vista Plus, OnBase & Toad)

RESET FORM

Name (print): _____ _____ _____
First Name MI Last Name

Employee UA ID #: _____ Email Address: _____

Banner Userid (if known): _____ Dept.: _____

Phone: _____ Fax: _____ Supervisor's Name: _____

Request Type: ☐ New User ☐ Position Change ☐ Termination ☐ Other: _____

User Category: ☐ Faculty ☐ Staff – Regular ☐ Staff – Temporary ☐ Student Employee

TERMINATION:

Employee terminated on _____. Please delete all access to Finance and HR.

TRAINING FOR NEW USERS

New users need Banner navigation training prior to gaining access. To schedule Banner navigation training, register online at http://www.alaska.edu/oit/training/.

☐ Banner navigation completed on: _____

HUMAN RESOURCES

☐ **HR Query:** I need to query miscellaneous employee information, including sensitive information.

☐ **HR Reports Print:** I need to print job forms and/or timesheets.

Banner Terminations Workflow: I need to enter employee terminations.

Electronic Jobs Submissions: I need to update existing jobs electronically.

Electronic Jobs Submissions for Approver/FYI: I need to approve or review electronic job submissions.
My role is (check one):

☐ Fiscal Officer ☐ Grants & Contracts ☐ Financial Aid ☐ Budget Tech ☐ Budget Approver

Web Time Sheet Approval: I need to approve employee time sheets.

Toad: I need to query HR information.

Additional Banner HR Access(es): My job requires me to have specialized entry access as noted below. (Please be as specific as possible stating the specific forms required and/or the specific tasks to be performed.)

_____

_____

FINANCE

Finance Entry for Purchasing: I need to enter purchase requisitions, call numbers, receiving documents, etc.

Finance Query ONLY: I ONLY need to lookup finance information.

OnBase: I need to view finance documents such as LRs, Journal Vouchers and Budget Revisions.

Toad: I need to query finance information.

QMenu: I need to view and/or create reports of budget information, encumbrance lists and property lists.

Additional Finance Access(es): My job requires me to have specialized entry access as noted below. (Please be as specific as possible stating the specific forms required and/or the specific tasks to be performed.)

_____

_____

I have reviewed and approve all marked areas of responsibility which are needed to perform the job duties of this employee's position with our department.

_____ _____ _____
Department Approval Signature Printed Name Date
(you may ***not*** sign for your own access)

SUBMIT COMPLETED FORM AND DIRECT ANY QUESTIONS TO: uaf-budget@alaska.edu

UNIVERSITY OF ALASKA FAIRBANKS
Administrative Access Agreement
(QMenu, Banner, Vista Plus, OnBase & Toad)

To Be Completed By User (Please PRINT):

Name (print): _____ _____ _____
First Name MI Last Name

Employee UA ID #: _____ Email Address: _____

Banner Userid (if known): _____ Dept.: _____

Phone: _____ Fax: _____ Supervisor's Name: _____

Statement of User Responsibility and Rules of Conduct

All University employees and authorized systems users are responsible for the security and confidentiality of university data, records, and reports. Individuals who have access to confidential data are responsible for maintaining the security and confidentiality of such data as a condition of their employment. The unauthorized use of, or access to, confidential data is strictly prohibited and will subject the individual to disciplinary action as specified herein.

The system access rules of conduct and user responsibilities include, but are not limited to:

1. System users shall not personally benefit nor allow others to benefit by knowledge of any special information gained by virtue of their work assignments or system access privileges.
2. System users shall not access any confidential record or report, or disclose the contents of any confidential record or report to any person, except in the execution of assigned duties and responsibilities.
3. System users shall not knowingly include nor cause to be included in any record or report a false, inaccurate, or misleading entry.
4. System users shall not knowingly expunge or cause to be expunged a data entry from any record or report, except as a normal part of their duties. Due caution will be exercised in the disposal of documents and reports containing sensitive information.
5. System users shall not publish nor cause to be published any University records, reports, or other information which contains confidential data for unauthorized distribution.
6. System users shall comply with information security procedures and rules of conduct as promulgated by the University.
7. System users shall not share passwords with anyone nor transcribe them in any manner, such as, but not limited to: written, stored, transmitted on computer systems, or embedded within automatic login procedures.
8. No person shall aid, abet, or act in concert with another to violate any part of these rules.

In addition to the above items, the users of Ellucian applications must comply with the conditions of the license agreement the University has established with Ellucian. The agreement requires you and your organization to not sell, give away, or circulate any part or all of the Ellucian system to anyone. The Ellucian applications are the property of Ellucian and they must be treated as Confidential information. Should you have any questions regarding the conditions for use of the system, please contact your campus information Security Coordinator.

Violation of these rules of conduct may subject you to loss of information access privileges, reprimand, suspension, or dismissal in such manner as is consistent with Regents' policies and University regulations, and to prosecution under Federal and State computer and information security laws.

I have **READ** and **FULLY UNDERSTAND** the Statement of User Responsibility and Rules of Conduct printed on this form and shall comply with such statement and rules.

User Signature: _____ Date: _____

PROCESSED BY: _____ Date: _____
Security Administrator

SUBMIT COMPLETED FORM AND DIRECT ANY QUESTIONS TO: uaf-budget@alaska.edu