



BANNER ADMIN PAGES SECURITY REQUEST FORM
New User Access Verification

Requested by (supervisor name) \_\_\_\_\_

Department \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Employee Name: \_\_\_\_\_ NetID: \_\_\_\_\_ KSU# \_\_\_\_\_

Position Title: \_\_\_\_\_

Section A - ROLE-BASED ACCESS SELECTION

Please select the access that best applies:

- Department Chair, Call Center, Department Admin, Academic Advisor, Library, Department of Public Safety (DPS), Other (if selected, please complete Section B)

Section B - ACCESS DETAILS

If Other was selected in Section A, please list the classes the employee requires below. If you have any questions regarding classes, please contact Paul Parker in Enrollment Services (bannerforms@kennesaw.edu or X7883). As part of the recertification process, Banner accounts will be audited to ensure employees are using their accounts. After September 1 of each year, user accounts in which the user has not logged in subsequent to September 1st of the previous year will be deleted.

Table with 1 column: Name of Banner Class

AUTHORIZATION

Employee's Supervisor approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please email completed and signed form along with the employee's FERPA Certificate to bannerforms@kennesaw.edu.

ADMINISTRATIVE USE ONLY

Enrollment Services: \_\_\_\_\_ Date: \_\_\_\_\_

Banner Security Administrator \_\_\_\_\_ Date: \_\_\_\_\_



**(Buckley Form)**  
**ACKNOWLEDGEMENT OF PROFESSIONAL  
CONFIDENTIALITY AND RESPONSIBILITY**

This agreement must be accepted and signed before an employee is authorized to have access to the student records database at Kennesaw State University.

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended affords students the right to have their personal information and educational records held in confidence with limited exceptions.

One exception involves directory information. Directory information may be released by the university without the student's written consent. Directory information consists of name, field of study (Major), participation in recognized activities and sports, weight and height of athletic participants, dates of attendance and degrees received. Students may deny the release of directory information by requesting in writing to the registrar that such information not be released each semester they are enrolled. Requests that directory information be withheld from a written publication must be received in sufficient time to prevent a delay in processing that publication.

When a student has filed a written request with the Registrar that his/her directory information be withheld and kept confidential, a flag will be set in Banner that causes a warning message to be displayed whenever someone accesses that student's records stating that information about this person is confidential. In that case, the student's directory information should not be released.

Employees should treat all other information in Kennesaw State University's student records database as protected and confidential. This especially includes a student's grades, grade point averages, hours enrolled, and schedule of classes and social security number. That information should not be released to anyone, including the student's parents, without the express written permission of the student.

There is one other notable exception. FERPA authorizes disclosure of protected student records without a student's written prior consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

By my signature as an employee of Kennesaw State University, I am aware that KSU's student records are confidential and that I must keep them confidential. This acknowledgement is not intended to interfere with the normal operation of my duties as an employee of Kennesaw State University.

Name: \_\_\_\_\_ KSU ID#: \_\_\_\_\_

Employee Type: \_\_\_\_\_ Department: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

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

**(Buckley Form)**  
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Name: \_\_\_\_\_

KSU ID#: \_\_\_\_\_

Title: \_\_\_\_\_

NET ID: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

\_\_\_\_\_  
Supervisor's Signature, which Implies Approval for Account

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

\_\_\_\_\_  
REGISTRAR (or DESIGNEE)

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

**RETURN SIGNED FORMS FOR PROCESSING VIA EMAIL IN PDF TO: [bannerforms@kennesaw.edu](mailto:bannerforms@kennesaw.edu).**