

# BANNER System Account Request

**Complete and send to:  
Enrollment Services  
219 Student Services Building  
Please email to pcash@utk.edu**

1. Name: \_\_\_\_\_ Request Date: \_\_\_\_\_  
(last first middle Jr. Sr.) (mm/dd/yy)

2. Net ID: \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

3. UT Position/Job Title: \_\_\_\_\_ College: \_\_\_\_\_ Dept: \_\_\_\_\_

5. **Check only the system(s)** to which you need access.

### ADMISSIONS

Admission Query  Admission Update (Admissions Staff Only)

### FINANCIAL AID

Fin Aid Query  Financial Aid Update (Financial Aid Staff Only)

### REGISTRATION /ACADEMIC HISTORY/TIMETABLE

Registration Query  Registration Update (Registrar Staff Only)  
 Demo-Bio Query  Registration Departmental Update  Registration Advising Update  
 Academic History/DARS Query  Registration Student Groups Update  Registration Max Hours Override Update  
 Advising Query  Registration Permission Update  Timetable\Room Scheduling Update  
 Catalog Query  Program/Major/Minor/Concentration Advisor Update  
 Print Class Rolls  
 Print Class Rolls (Argos)

### ONE STOP

One Stop Express Student Services (One Stop Staff Only)

### BURSAR

Bursar Inquiry  Department User Update  Bursar Update(Bursar Staff Only)

### HOLDS

Holds Inquiry  Holds Update

Please list the hold codes that you maintain:

\_\_\_\_\_

### FERPA

FERPA Query (Query)  FERPA Academic Record (Maintenance)  FERPA Finance (Maintenance)  FERPA Discipline (Maintenance)  FERPA Athlete (Maintenance)

6. Provide an explanation of how you intend to use the system(s) you have checked on this form. Access will not be granted without an explanation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Banner System Account Request

### SECURITY OF USER IDS AND PASSWORDS

Your user ID and password may not be shared with anyone. This account is set up for only your use. You may not log anyone else on with your user ID or password. You may not leave your Banner account up and running while you are out of your office. To secure your account, you must either log off the system or protect your PC with a password (e.g. screensaver password). Violation of this policy could result in revocation of access to Banner and disciplinary action up to and including termination of employment.

### CONFIDENTIALITY OF EDUCATION RECORDS

The confidentiality of education records is governed by The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. & 1232g, as amended, and its implementing regulations, and the confidentiality provisions of the Tennessee Public Records Act, Tenn. Code Ann. & 10-7-504 (a)(4). Absent the student's written consent, review and approval by the Chancellor, the Dean of Students, the Asst. Provost of Enrollment Services, or the University Registrar (or their designees) is required for the exercise of the statutory exceptions to the confidentiality of education records, including any lawful disclosure to non-University persons or agencies and disclosure under emergency circumstances.

7. **CONFIDENTIALITY:** I understand that under mandate of federal and state laws identified on this form, University policy protects the confidentiality of education records (including student academic histories) and information contained in education records. Without the student's written consent, I will not disclose education records or information contained in education records to any person or organization outside the University or (2) to any office or individual within the University community unless that University office or individual has been determined by the University to have a legitimate educational interest. I will keep the records and information I retrieve in such a way that they cannot be accessed by unauthorized persons, and when no longer needed for the purpose(s) described below, I will destroy all copies so that they are no longer recognizable. I will use the education records and information in those records solely for the following legitimate educational purpose(s) related to my University employment.

By signing below, I certify that I understand and will comply with the above-stated limitations on disclosure and use of all education records I access through my Banner account. I understand that failure to comply with these limitations is a violation of University policy subject to disciplinary action up to and including termination of employment. I further understand that failure to comply with the restrictions outlined on this form concerning security of my user ID and password is a violation of University policy subject to revocation of access and disciplinary action up to and including termination of employment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

8. Approved by: \_\_\_\_\_

(Dean, Director, Department Head)

\_\_\_\_\_  
(Date)

Revised on 01-07-2021