**University of Mary Washington
Administrative User Account Request Form v3.0**

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| --- |
| **Please attach to a JAR ticket** |

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| --- | --- | --- | --- | --- | --- |
| 1.  |       |  |       |  |       |

Last Name First Name Middle

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. Department:  |       | Location/Room:  |       | Phone:  |       |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. Job title:  |       | Email:  |       |

|  |  |
| --- | --- |
| 4. Status: [ ]  Faculty [ ]  Staff [ ]  Student [ ]  Other (please specify) |       |

5. This is a request to: [ ]  Create a new account

 [ ]  Modify an account (user id      )

 [ ]  Remove an account (user id      )

1. I have read and understand the [Administrative Data Access Policy](http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=8Q9TB97689BB) and agree to abide by the policy outlined therein. Additionally, I have read and understand the [Electronic Storage of Highly Sensitive Data Policy](http://www.boarddocs.com/va/umw/Board.nsf/goto?open&id=8Q9TS778BAA0) and agree to abide by the policy outlined therein. (Policies available at: <http://technology.umw.edu/it-policies/>)

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**User Signature** **Date**

**7. Supervisor’s Authorization**

I approve the access requested by the above employee. This access is appropriate for the employee to properly perform the duties required as documented in the employee's EWP or position description and proof of documentation may be required. If the duties for the user of the above computing account change or the user leaves this department, I will notify EAS Security Office and Finance (if required), so that access may be altered or the account may be removed.

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**Printed Name of Supervisor Signature of Supervisor Date**

**8. Approval by Data Owner(s):**

**Please specify Banner classes and/or Reporting Permission Groups below. Banner General Access is automatically added for all Banner users. (Pick as many as needed depending on duties performed)**

**Admissions Banner Classes:**

[ ]  ADM Super User and Role [ ]  Admissions Service Specialist [ ]  Coaches and Sports Role

[ ]  Dean/Counselors and Role [ ]  Application Process Clerk [ ]  SSN Visibility

[ ]  Payment Transmittal Clerk [ ]  Recruitment Records Clerk and role [ ]  Other - please describe

**Reporting Permission Group: (Pick as many as needed depending on duties performed)** [ ]  Admissions

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**Signature of Admissions Data Steward (Melissa Yakabouski) Date**

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**Signature of Admissions Data Security Contact (TBD) Date**

**Alumni Banner Classes:**

[ ]  Alumni General Use [ ]  Alumni Views Role [ ]  Designation

[ ]  General D/E [ ]  Gift Officer [ ]  Gift/Pledge D/E

[ ]  Moves Management [ ]  Research D/E [ ]  SSN Visibility

[ ]  Student [ ]  Sys Admin [ ]  Other - please describe

**Reporting Permission Group: (As needed depending on duties performed)** [ ]  Advancement

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**Signature of Alumni Data Steward (Lee Ann Reaser) Date**

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**Signature of Alumni Data Security Contact (Maureen Aylward) Date**

**Business Svcs/Eagle One Banner/Blackboard Classes:**

[ ]  Banner Card Research [ ]  Banner Post Office [ ]  Other – please describe

[ ]  Bb Business Services\* [ ]  Bb EagleOne Aide\* [ ]  Bb Dining Assistants

[ ]  Bb Dining Manager\* [ ]  Bb AdminTech Support\* [ ]  Bb Reporting Only

[ ]  IDMS ID Card\*\* [ ]  Other – please describe

Merchant (if applicable): [ ]  All [ ]  Dining [ ]  On-campus

\* Email Help Desk (Attn: Data Center Services) to request inclusion in “BB\_Users” server security group

\*\*Email Help Desk (Attn: Data Center Services) to request inclusion in “GRP\_IDAccess” workstation security group

**Business Services Reporting Permission Group:** [ ]  Business Services

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**Signature of Business Services Data Steward (Kathy Sandor) Date**

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**Signature of Business Services Data Security Contact (Patty Land) Date**

**Finance Banner Classes:**

[ ]  AP General and Role [ ]  AP Manager and Role [ ]  AP Check Processing and Role

[ ]  AR Info and Role [ ]  AR Manager and Role [ ]  Gen Accounting and Role

[ ]  Budget and role [ ]  Cashier and role [ ]  Finance Manager and Role

[ ]  Fixed Assets and Role [ ]  HR Finance Class and Role [ ]  General Acctng Manager and Role

[ ]  Payroll User and Role [ ]  Payroll Manager and Role [ ]  Stores and Role

[ ]  Purchasing and role [ ]  Satellite Business Operations [ ]  SSN Visibility

[ ]  Student AR and role [ ]  Student AR Temp [ ]  User Departments

[ ]  VOIP Finance [ ]  Other - please describe

A copy of the employee's EWP or Position Description is required prior to the grant of Finance security

**Reporting Permission Group: (Pick as many as needed depending on duties performed)**

[ ]  Finance [ ]  Purchasing [ ]  Student Accounts

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**Signature of Finance Data Steward (Julie Smith) Date**

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**Signature of Finance Data Security Contact (Vickie Chapman, Date**

 **Vanessa Koszyk or Cheryl Anderson)**

**Financial Aid Banner Classes:**

[ ]  Cashiering/Registrar [ ]  Disbursing and Role [ ]  DOIT Staff

[ ]  FA Staff and Role [ ]  FA Student Aides (M or Q) [ ]  FA Student Employment and Role

[ ]  FA Mgrs and Role [ ]  HR Student Employment [ ]  SSN Visibility

[ ]  Student Accounts [ ]  University Development and Role

[ ]  Other - please describe

**Reporting Permission Group: (Depending on duties performed)** [ ]  Financial Aid

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**Signature of Financial Aid Data Steward (Timothy Saulnier) Date**

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**Signature of Financial Aid Data Security Contact (Teresa Howard) Date**

**Human Resources Banner Classes:**

[ ]  Budget and Role [ ]  Employment Administration [ ]  HR Coordinator

[ ]  HR Mgrs and Role [ ]  Network [ ]  HR Payroll

[ ]  Position Control [ ]  Position Budget [ ]  SSN Visibility

[ ]  Student Employment and Role [ ]  Other - please describe

**Reporting Permission Group: (Pick as many as needed depending on duties performed)**

[ ]  Human Resources [ ]  ODS HR Reporting

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**Signature of Human Resources Data Steward (Beth Williams) Date**

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**Signature of Human Resources Data Security Contact (Deborah Burton) Date**

**Location Management (Res Life) Banner Classes:**

[ ]  Academic Classroom Mgmt [ ]  General Info Access [ ]  Student AR Mgmt and Role

[ ]  Res Life General and Role [ ]  Res Life Housing and Role [ ]  SSN Visibility

[ ]  SZPEONE (UMW PD) [ ]  Other - please describe

**Reporting Permission Group: (Pick as many as needed depending on duties performed)**  [ ]  Residence Life

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**Signature of Location Management Data Steward (David Fleming) Date**

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**Signature of Location Management Security Contact (Hunter Rauscher) Date**

**Student Banner Classes:**

[ ]  Academic Advising [ ]  Academic Services [ ]  Super Services and Role

[ ]  ADM [ ]  BLS [ ]  CAPP

[ ]  Chairs and Role [ ]  Faculty and Role [ ]  Fees

[ ]  Financial Aid [ ]  Holds [ ]  Police

[ ]  POP SELS [ ]  Registrar and Role [ ]  Registrar Super User and Role

[ ]  Research Assistant [ ]  SSN Visibility [ ]  Student Accts

[ ]  Other - please describe

**Reporting Permission Group:**

[ ]  Academic Services [ ]  Academic Officer [ ]  Disabilities

[ ]  Emergency Mgmt [ ]  Faculty [ ]  International/Study Abroad

[ ]  Registrar [ ]  University Officer

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**Signature of Student Data Steward (Rita Dunston) Date**

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**Signature of Student Data Security Contact (Brian Ogle) Date**

**OPAIR Banner/SharePoint Classes:**

[ ]  Shared Validation Table Maintenance [ ]  Other - please describe

**Reporting Permission Group:**

[ ]  Institutional Analysis and Effectiveness

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**Signature of DATA ANALYTICS Data Owner (Larry Anderson) Date**

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**Signature of OPAIR Security Contact (Mathew Wilkerson) Date**

**IT Reporting Permissions Group:**

[ ]  IT Administration [ ]  IT Developer

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**Signature of EAS Contact (Benjamin Kjar) Date**

**IT Security Office Use Only**

**MUST BE COMPLETED**

Role based security training is verified.

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**Information Security Office Representative Date­­­­­­­­­**

**Hurley Convergence Center, Room 107**

###### EAS USE ONLY

Implemented by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_