**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_