

California State University – Dominguez Hills Banner Account Request Form

Select One: Faculty Advisor Staff Student assistant
 Select One: New acct Reactivate Delete acct Change privileges

Name: _____ Department: _____
 CSUDH email id: _____@csudh.edu Title: _____
 Other network id: _____ Phone: _____

| Access to: | Trainer | Training Date | Signature(s) of trainer |
|---|---------|---------------|-------------------------|
| <input type="checkbox"/> Accounts Receivable | _____ | _____ | _____ |
| <input type="checkbox"/> Admissions | _____ | _____ | _____ |
| <input type="checkbox"/> Alumni/Development | _____ | _____ | _____ |
| <input type="checkbox"/> Catalog/Schedule | _____ | _____ | _____ |
| <input type="checkbox"/> Faculty web for Advisor* | _____ | _____ | _____ |
| <input type="checkbox"/> Faculty web for Faculty* | _____ | _____ | _____ |
| <input type="checkbox"/> Financial Aid | _____ | _____ | _____ |
| <input type="checkbox"/> General Banner Query | _____ | _____ | _____ |
| <input type="checkbox"/> Outreach | _____ | _____ | _____ |
| <input type="checkbox"/> Records | _____ | _____ | _____ |

Copy security profile of _____
 Require software setup* Location of PC: Building:___ Room:_____

Additional Comments: _____

I had read and agree to observe the Banner Confidentiality Provision and the network policies of CSUDH and AIS

User Signature: _____ Date: _____
 Dir/Dept signature _____ Date: _____

Return completed form to AIS, SCC I 120

For AIS only:

Hawk account _____ created on _____ by _____

Hawk Group/UIC no: _____

Oracle account _____ created on _____ by _____

ADMINCOMPUTING account _____ created on _____ by _____
 _____ Primary Group: _____ (optional)

Last updated: 8/22/2001 BannerAcctRequest2

Banner Confidentiality Provisions:

This is to certify that I am employed by the California State University, Dominguez Hills, due to the nature of my assigned duties and responsibilities, I am aware that I have access to confidential materials in the student information systems. I understand that I am required to treat data obtained from Banner in a confidential and professional manner and that any breach of confidentiality or abuse of my position may result in disciplinary action, and other legal proceedings. I understand that I may not, under any circumstances, give my account to anyone else, obtain access to data, make changes to data, divulge information regarding the data or use the data in any way except what has been clearly defined in my assigned tasks.

Administrative Information System Network Policy:

The following policies are for the Local Area Network (LAN) operated by CSU Dominguez Hills Administrative Information Services (AIS thereafter) that provides access to its administrative computing systems. The CSU Dominguez Hills Administrative Information Services local area network is for the use of staff and faculty in support of the administrative needs of the campus. The resources are NOT available for other purposes such as commercial use or any activity invading the privacy of any member of the University community.

This network and its accounts are owned by AIS, and AIS reserves the right to act when an individual uses the network in violation of its policies. A violator may be denied access or be brought to the attention of other University authorities for further action.

Only those who have had user accounts approved and created by AIS are authorized to use the network and are allowed to use only those resources that AIS grants access to. Those with network accounts should not give their network user ID or password to anyone else nor allow anyone else to use their network account. There might be restrictions on when a user can login to the network depending on his/her job assignment.

Student assistant accounts expire at the end of every fiscal year and must be renewed at that time.

Users are not allowed to install any software applications nor store data on the network or institution own workstations that are not licensed or approved by AIS. Piracy of software can result in loss of network privileges and possible disciplinary or criminal action. System administrators may occasionally inspect workstations or use software monitoring tools to enforce policy compliance.

The network is for storing CSUDH work-related files and printing work-related jobs only. In addition, the network is not to be used as a backup device for any workstation unless agreed by system administrators. Excessive use of computing capacity for personal activities may result in restrictions on network access.

It is the users' responsibility to have virus protection on their local machines to protect from virus infections. The AIS is not responsible for cleaning up virus damage to any personal computer infected from (or suspected of being infected from) a file on the network. Virus protection will be running on the network servers, but such protection might not prevent all virus activity, and active virus protection on the local machine is highly recommended for all users of the network. The threat of viruses, whether actual or potential, shall be grounds for removing or restricting network access. For help in evaluating the virus protection running on your computer or advice in reducing potential threats, please contact CSUDH help desk. The network will be unavailable nightly for backup, during hours coinciding with host systems' backup. The network may be shut down at other times for maintenance or other work. Please check computer system status at 243-3022 for latest scheduled and unscheduled downtime information.

This policy statement will be updated periodically. Refer to the current version in the AIS homepage at CSU Dominguez Hills web site.

Note:

* No software setup is required for faculty web for advisor and faculty web for faculty. You will need browsers (Microsoft internet explorer and/or Netscape navigator/communicator).