



Request for Access to Banner Student System

Office of the Registrar / 003 Wilder Tower / reg_security@memphis.edu

☐ New User/New Access) or ☐ Current User/Modify My Access

Your request will not be processed without the required signatures.

☐ Add Advising Tab

☐ Remove Access - Only User Name, Dept Head Name, and Dept Head Signature are required.

User Name--Last, First (Print): _____

UUID (ex: wamozart): _____ U-Number: U _____

Department: _____ Office Phone: _____

Role (Mark one): ☐ Faculty ☐ Staff ☐ GA ☐ Std Worker¹

Job Title/Position: _____

Class Code(s) (See next page): _____

Additional Access (optional): ☐ RO Matrix - Advisors ☐ Student Success Dash
☐ UMdegree: Gen'l Access ☐ UMdegree: Advisors Only

Dept Head Name (Print): _____

Dept Head Signature: _____
To the best of my knowledge, the employee requires the requested access to perform his or her job.

Date (Month, Day, Year): ____-____-____

Acknowledgement of Responsibility

Federal requirements mandate the protection of student academic records. FERPA applies to all schools receiving funding from the Department of Education. The University's federally awarded financial aid funding could be revoked for non-compliance.

As an employee of the University of Memphis (or acting as an agent of the University), I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment, that I will not disclose or cause to be disclosed any such confidential information gained in the course of my employment at any time. Such information includes, but is not limited to, student records to which I have access.

I certify that I am aware of the University Policy/Procedure, [AA3022, "Privacy of Education Records,"](#) which covers the confidentiality of student records, the improper release of information, and the improper alteration or destruction of student records. I further understand that I am responsible for reading and complying with all requirements of this procedure.

I understand that it is my responsibility to safeguard the confidentiality of my password to the Administrative Computer System. Access to the Administrative Computer System and to the Banner Student System application system is for my exclusive use in carrying out my responsibilities at the University of Memphis. Access is not to be shared with any other person. Furthermore, information derived from Banner Student System is not to be shared with others except in the course of authorized University business.

I also understand that I may not adjust my own record, a relative's record, or a co-worker's record, or enter or delete any data outside the area of my employment responsibility.

I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action or constitute a basis for termination of employment.

I have completed the FERPA Tutorial, which is a requirement for access, and the Registrar's Office should receive the automatic confirmation of completion from the LDAP database.

User's Signature (Required): _____

¹ Student access is limited to inquiry and should be rare. Regular student workers receive standard, limited query access.

OFFICE
USE ONLY

UUID: _____ CLASS(ES): _____

HELPDESK#: _____ INITIALS: _____ DATE: _____

SIAINST: _____ MATRIX: _____ FERPA: _____

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Instructions/Information

Student System Class Description

Use the table below to determine your entry or entries for **Class(es)** on the “Request for Access” form.

Note:

- Security set-ups take 3-7 business days to process.
- You may list more than one Class Code on your request form, if needed.
- Departments are responsible for informing their faculty/staff of specific departmental guidelines on advising, clearing students for registration, and entering course permits.

If you have questions regarding your setup, talk with your department head or e-mail Holliday Ridge (reg_security@memphis.edu).

These classes pertain to Registration and Student Records information only. If you need Student access for Admissions, USBS, or Financial Aid information, you must contact those departments.

Code	CLASS / Description (View complete CLASS contents.)
1	STUBIODEMO / *View Only* - View address; bio/demo student information; emergency contacts.
2	STUFACULTYADVS / Faculty/Advising Access - Set clearance for registration.
3	STUDEPTADMIN / Departmental Administration - View class roster; faculty information and availability; course/section description and availability.
4	STUHOLD / Enter holds and comments. (Check with Department Head: this class is limited to authorized users.)
5	STUCOMMENTS / Enter comments. (Check with Department Head: this class is limited to authorized users.)
6	STUFACULTYPERMIT / Enter course permits. (Check with Department Head: this class is limited to authorized users.)
7	STUADMISSION / *View Only* - View application and transfer articulation information.
8	STUADVSETUP / Advisor Setup - Assign advisors.
9	STUCRSE_SECTION / *View Only* - Course and Section Information.
10	STUREGISTRATION / *View Only* - Student Registration Information – Current student registration; registration history; advisors; attributes; student schedule; permits; alternate PIN information.
11	STUPROG_ACADREC / *View Only* - Student Program and Academic Records Information – Includes majors; minors; concentrations; grades and statistics; student academic standing; degrees and honors.
12	STUMISC / *View Only* - Miscellaneous Student Information – International information; sport information; holds; high school; prior college; test scores; comments.

E-mail your completed form to reg_security@memphis.edu or deliver it to 003 Wilder Tower.