



Tennessee Board of Regents

ERP Systems Access Request Form

Complete this form to obtain, alter, or revoke user access. Fill in the appropriate information and approvals and deliver the document to Margaret Mason in the Information Technology office. The direct supervisor of an employee must submit this form for access to be granted or revoked. The supervisor of the functional area in which additional access is to be granted must submit this form to authorize access to a user outside of their own functional area.

Acknowledgement of Confidentiality: By signing below, you certify that the accounts assigned will be used only for legitimate TBR business and that confidential information will not be released to any person who does not have a legitimate business interest. You understand that these accounts will be used in accordance with TBR policies, as well as State and Federal statutes. You will exercise great care when dealing with sensitive information including, but not limited to, social security number, birth date, insurance or patient identifiers, and credit card information.

Employee Information:

Employee Name:	<u>Anita Zansen</u>		
Username (if known):	<u>A Zansen</u>		
Title/Position:	_____	Supervisor's Name:	<u>Angela Flynn</u>
Department:	<u>Purchasing & Contracts</u>	Supervisor's Department:	<u>Purchasing & Contracts</u>
Employee's Signature:	<u>Anita Zansen</u>	Supervisor's Signature:	<u>Angela Flynn</u>
	<u>4/20/15</u> Date		<u>4/20/15</u> Date

Reason for Request:

New Access: Yes/No: Permanent/Temporary:	
<i>Note: An end date must be supplied for all temporary employees.</i>	
Start Date: <u>4/20/2015</u>	End Date: _____
Additional Access: Yes/No: _____	Effective Date: _____
Remove Access: Yes/No: _____	Effective Date: _____
Revoke Access: Yes/No: _____	Effective Date: _____

Data Owner Signatures:

Human Resources: _____	Date: _____	DB Mgmt: _____	Date: _____
Institutional Research: _____	Date: _____	ODS Mgmt: _____	Date: _____
Finance: _____	Date: _____	UNIX Mgmt: _____	Date: _____
Payroll: _____	Date: _____	IT Mgmt: _____	Date: _____

Execution Information: (IT Office Use)

Executed By: _____	Execution Date: _____
Access Levels Granted: _____	Roles Created/Granted: _____



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BANNER:

Specify Environment: _____ Production: _____ Test: _____ Development: _____

Specify the module(s), form(s), class(es) or the username of an existing employee whose access you'd like to replicate.

Class code: _____ Default Role Name: _____
 Note: BAN_DEFAULT_M requires approval from data owner as well as IT Management

Form Name: _____
 (e.g. NHRBDIST) BAN_DEFAULT_CONNECT: _____
 BAN_DEFAULT_QUERY: _____
 User Name: A Jansen BAN_DEFAULT_M: _____

DATABASE:

Query Only: _____ Modification: _____

Specify Environment: Production Test Development Other: _____

Specify the schema(s), object(s), privilege(s) or the username of an existing employee whose access you'd like to replicate.

Schema: _____ User: CKing
 Object: _____ Privilege: _____

Argos Reporting:

Report Reader: Report Writer: Data Block Designer:

Specify the Security Role(s), (s), object(s), privilege(s) or the username of an existing employee whose access you'd like to replicate.				
<input type="checkbox"/> Advancement	<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Finance and AR	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Student
Security Classes	Security Classes	Security Classes	Security Classes	Security Classes
Add: _____	Add: _____	Add: _____	Add: _____	Add: _____
Remove: _____	Remove: _____	Remove: _____	Remove: _____	Remove: _____

Unix:

Query Only: _____ Modification: _____ Administrator: _____

Specify Environment: _____ Production: _____ Test: _____ Development: _____

Specify the schema(s), object(s), privilege(s) or the username of an existing employee whose access you'd like to replicate.

Account: _____ Privilege: _____
 Group: _____ User: _____

** Like the CKING Account in Banner*